

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals & Forensic Mental Health Centers
4. Civil Service Position Code Description OCCUPATIONAL THERAPIST-E	10. Division
5. Working Title (What the agency calls the position) Occupational Therapist-E	11. Section
6. Name and Position Code Description of Direct Supervisor PATEN, AMY; CLINICAL SOCIAL WORK MGR-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor LASKOWSKI, ROSE A; SENIOR EXEC PSYCH DIRECTOR	13. Work Location (City and Address)/Hours of Work 2000 Chambers Rd., Caro, MI 48723 / Monday-Friday, 8:00 a.m. to 4:30 p.m.
14. General Summary of Function/Purpose of Position Participate in planning, coordinating, and directing the implementation of therapeutic groups and/or individual treatment as defined in each patient's Individual Plan of Service. Conduct Occupational Therapy assessments, identify treatment goals/interventions, administer treatment, and document patient response to treatment and progress related to Occupational Therapy goals for each patient assigned to the case load. Participate as an active member of the interdisciplinary team for assigned unit(s) and perform fully the scope of duties of a Treatment Coordinator as assigned	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 40**

Perform fully the scope of duties of a PsychoSocial Rehabilitation group leader

Individual tasks related to the duty:

- Organize and implement assigned PSR groups as part of the Afternoon and Evening PsychoSocial Rehabilitation program.
- Record and maintain all attendance, program delivery, and patient progress documentation in accordance with hospital and program expectations.
- Search for materials and resources to enhance assigned groups and overall program delivery.

Duty 2

General Summary: **Percentage: 20**

Develop, coordinate, and direct Occupational Therapy groups and individual treatment for the assigned unit(s).

Individual tasks related to the duty:

- Develop treatment interventions based upon assessed needs of individual patients.
- Schedule and conduct therapeutic groups and individual treatments fitted to patients' physical and mental needs according to hospital standards and expectations, incorporating evenings and weekends.
- Work directly with nursing staff to implement the individual plan of service defined for each patient.
- Adapt various functional activities and other organized Occupational Therapy related activities to patients' needs and abilities, ensuring age appropriateness.
- Inform nursing staff and patients of upcoming activities/events occurring at the hospital or within the community.
- Assist staff and patients in making necessary arrangements for attendance to community events when needed.
- Provide training to staff and patients on safe and appropriate useage of Occupational Therapy related equipment.
- Requisition and maintain supplies and equipment of the profession for the assigned unit(s).
- Inspect Occupational Therapy related equipment regularly for safe usage and proper storage.
- Ensure all equipment is being used in a manner intended.

Duty 3

General Summary: **Percentage: 20**

Perform clinical and interdisciplinary team member responsibilities

Individual tasks related to the duty:

- Conduct Occupational Therapy assessments in accordance with established clinical standards.
- Participate as member of the interdisciplinary team for the assigned unit(s) in relevant aspects of the Person Centered Planning process.
- Based on the clinical assessment, submit recommendations for goals and modalities/interventions for inclusion into the patients' completed Individual Plan of Service (IPOS).
- Coordinate the treatment goals with treatment provided by other interdisciplinary team members.
- Reassess the patient at least annually, or when a significant change occurs in the individual's condition, in accordance with established clinical standards.
- Document patient responses to treatment and progress related to activity therapy goals in accordance with established clinical standards and hospital policy

Duty 4**General Summary:****Percentage: 15**

Perform fully the scope of duties of a Treatment Coordinator as assigned.

Individual tasks related to the duty:

- Prior to the initial IPOS meeting and annual review, meet with the patient and complete the "Pre-Planning Meeting for PCPOS Development" form.
- Coordinate the Person Center Plan of Service process for assigned patients.
- Collect IPOS entries/revisions presented at the team meeting.
- Compile all IPOS entries/revisions and submit all materials to appropriate clerical personnel for typing.
- Confer with interdisciplinary team members when treatment progress or changes indicates a IPOS revision.
- Prior to each Psycho Social Rehabilitation cycle, meet with assigned patients for selection of groups for the new cycle.
- Submit group requests with applicable goals to the designated PSR team member.
- Insure that PSR goals, and goal revisions, are incorporated into the patients' plan of service.
- Insure that the necessary paperwork is completed for group transfer requests during the cycle, and that the requests are forwarded to the designated PSR team member.

Duty 5**General Summary:****Percentage: 5**

Perform related work appropriate to the classification

Individual tasks related to the duty:

- Utilize computers as applicable in performance of assigned duties.
- Conduct eating evaluations at the living units per professional order.
- Construct splints, orthotic devices and various types of adapted equipment per physician order.
- Requisition and maintain supplies and equipment of the profession.
- Assist in providing and maintaining a student training program in the field of Occupational Therapy.
- Participate in the in-service training of other hospital personnel as needed.
- Participate on Functional Teams and committees for the hospital as needed.
- Assist other activity therapy staff in conducting social/recreational activities/events hospital wide.
- Work with community resources to develop community reintegration opportunities for patients.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions involving the coordination of activities for the assigned unit, treatment goals/objectives, adaptation or interpretation of established guidelines or procedures, and carrying out assignments that have a significant impact in the service or program. All direct care staff and patients in the unit may be affected.

17. Describe the types of decisions that require the supervisor's review.

Decisions which may lead to major program modifications that can also affect other treatment units, or create a need for policy revisions

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Typical physical effort involved in recreational activities such as standing, sitting, stooping, bending, kneeling, crouching, reaching, throwing, kicking, lifting, carrying, running, walking. Exposed to outside elements.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Perform fully the scope of duties of a PsychoSocial Rehabilitation group leader and Treatment Coordinator as outlined in "Duty's 1 & 4". Develop, coordinate, and direct Occupational Therapy services for the assigned unit(s), performing individual tasks as outlined in "Duty 2". Perform clinical and interdisciplinary team member responsibilities as outlined in "Duty 3". Use computers as applicable in performance of job duties.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Getting an accurate PD on file that reflects the position is responsible for the psycho/social rehabilitation of the individuals on the assigned caseload.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to provide Occupational Therapy services to all patients within the hospital. Professional staff use their knowledge to assist in the design and construction of individualized program treatment goals and objectives; direct patient participation in activities by selecting modes of therapy to restore, reinforce and enhance performance; facilitate learning and development of those skills and functions essential for performance on a scale within the individual's range of abilities and experiences; and promote and maintain health and support the total growth of the individual. Serves as Treatment Coordinator as assigned.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in occupational therapy.

EXPERIENCE:

Occupational Therapist 9

No specific type or amount is required.

Occupational Therapist 10

One year of professional experience providing therapeutic rehabilitation or habilitation services equivalent to an Occupational Therapist 9.

Occupational Therapist P11

Two years of professional experience providing therapeutic rehabilitation or habilitation services equivalent to an Occupational Therapist, including one year equivalent to an Occupational Therapist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles, practices, and equipment used in recreational therapy. Knowledge of mental illness and developmental disabilities. Knowledge of training techniques. Ability to maintain records and prepare reports. Ability to organize, coordinate, and direct program implementation and determine work priorities. Good written and verbal communication; ability to work with aggressive, dysfunctional clients. Demonstrated understanding of the age-specific characteristics and treatment issues of assigned population, i.e., young adult (18-39), middle-aged adult (40-64), older adult (65-80), and geriatric (80+). Knowledge of forensic related issues, security related matters, and channels of communication. Knowledge of and ability to implement confrontation avoidance techniques. Knowledge of infection control. Ability to serve as a Treatment Coordinator.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect, and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Registration as an occupational therapist by the Michigan Department of Labor and Economic Growth

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

I concur with above statements.

I certify that the entries on these pages are accurate and complete.

CHERYL SPENCER

5/5/2022

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date