

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

OCCUPATIONAL THERAPIST SUPERVISOR

POSITION CODE: 29910
Effective: 05/01/2008

DISTINGUISHING FEATURES OF WORK:

Under direction, as a working supervisor over a facility occupational therapy program with overall responsibility and accountability for planning, developing, implementing and evaluating the program, and supervising one or more full-time Occupational Therapists or Occupational Therapist Program Coordinators; plans, develops, coordinates and implements an in-service training program; compiles, prepares and reviews reports; advises multidisciplinary supervisors of complex occupational therapy treatments; reviews staffs' evaluation of cases and recommends changes accordingly; coordinates the occupational therapy program with other disciplines functioning within the community regarding occupational therapy issues, treatments, techniques and equipment.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises a facility program, directing and supervising one of more full-time intermediate level Occupational Therapists or Occupational Therapist Program Coordinators; plans, directs, coordinates and evaluates the occupational therapy program; cooperates with other program supervisors in coordinating the occupational therapy program with the other facility disciplines so the desired maximum physical and psycho-social potential for the client population can be attained.
2. Serves as working supervisor over Occupational Therapists; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; prepares and signs performance evaluations.
3. Assigns caseloads to staff; evaluates occupational therapists' records and notes on complex cases; reviews staff's records of individual treatment plans being administered and recommends changes accordingly.
4. Develops written administrative and client care policies and procedures for each of the occupational therapy services provided; ensures that all occupational therapy treatments given are in compliance with Federal, State and local laws and agency regulations.
5. Designs and develops in-service training sessions to familiarize staff with new/revised occupational therapy methods and procedures; assumes clinical responsibility or delegates responsibility to students working on their occupational therapy internships.
6. Communicates the occupational therapy program's design, methods and results to interested institutional and community sources; attends administrative meetings to discuss and promote the occupational therapy program and its objectives.
7. Compiles and reviews reports; maintains records of the type of occupational therapy services administered and the results achieved; prepares comprehensive reports regarding the effectiveness of the occupational therapy program.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

OCCUPATIONAL THERAPIST SUPERVISOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of a bachelor's degree in occupational therapy from a recognized school.

Requires licensure by the Illinois Department of Financial & Professional Regulation as an Occupational Therapist.

Requires three years of professional experience as an Occupational Therapist.

Knowledges, Skills and Abilities

Requires thorough knowledge of the theory and practices physical, psycho-social and developmental habilitation/rehabilitation and their application to situations of everyday living.

Requires thorough knowledge of the principles and practices of occupational therapy and its application to program development for developmentally and traumatically impaired client populations.

Requires thorough knowledge of the overall goals and objectives of the occupational therapy program.

Requires thorough knowledge of departmental regulations, policies and procedures.

Requires extensive knowledge of materials and equipment utilized during occupational therapy treatments and their proper care and maintenance.

Requires extensive knowledge of medical terminology.

Requires extensive knowledge of behavioral norms, physical abnormalities and deficiencies.

Requires working knowledge of other disciplines functioning within the facility.

Requires ability to analyze the effectiveness of the occupational therapy program relative to the population served using current professional clinical methods, effective management procedures and efficient utilization of funding and other resources.

Requires ability to plan, organize and coordinate the occupational therapy program in a facility.

Requires ability to supervise and instruct staff in the appropriate occupational therapy techniques and practices and to plan, direct, coordinate and review the work of subordinates.

Requires ability to apply professional judgment in the performance of all occupational therapy procedures for the client population, including assessment and treatment methodologies.

Requires ability to maintain statistical records and files, and write clear, concise and comprehensive reports regarding the effectiveness of the occupational therapy program.

Requires ability to maintain effective working relationships with clients, physicians, nursing personnel, aides, volunteers and other staff.

Requires ability to communicate effectively both orally and in written form.

Requires ability to apply therapeutic concepts, principles and practices necessary to achieve the desired rehabilitation.

Requires ability to adapt, adjust, operate and make minor repairs to occupational therapy equipment.

Requires ability to work effectively and therapeutically with clients in individual and group settings.

May require ability to plan, organize and coordinate a comprehensive clinical occupational therapy education program for college interns.