

Gonzales Healthcare Systems
Job Description/Competency Based Performance Appraisal

Job Title: Occupational Therapist	Department: Therapy Services
Employee Reports To: Director of Therapy Services	Employee Supervises: Occupational Therapist Assistant
Exempt/Non-exempt Status: Exempt	Employment Status: Full Time
Employee Signature:	Approval:
Date:	Date:

Position Summary
Administers occupational therapy to patients requiring occupational therapy services. Participates in patient and family teaching and provides leadership by working cooperatively with ancillary services and other patient team personnel. Performs services in accordance with physicians' orders and under the direction and supervision of the Director of Therapy Services. OSHA Bloodborne Pathogens I.

Position Qualification	
Education & Licensure	Graduate of an approved school of Occupational Therapy. Texas Occupational Therapy License and a valid Texas driver's license required.
Experience	No prior work experiences required. Current CPR certification required. Effective oral and written communication abilities and organizational skills.
Physical Requirements	Intermittent sitting, prolonged periods of standing and walking. Frequent bending, stooping, and reaching. Average lifting of 25# from the floor to waist, 50# surface to surface, 20# overhead. Pushing and pulling with 50# force while assisting patients or moving equipment. Includes all physical tasks as outlined in the discipline's respective practice act.

Technology Requirements		
GHS Information Systems	SOFTWARE: Cerner Office 365 Chrome OneContent Adobe Acrobat	WEBSITES: Brightly Health.edu UKG
Access Control		
Physical Access	Standard Employee Access Thrive Access Sievers Medical Clinic Access	

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Section 1: Core Behaviors	
A	Organizational Commitment
1	Demonstrates a professional demeanor
2	Is committed to GHS's Mission, Vision, Values
3	Complies with Gonzales Healthcare Systems and departmental Policies
4	Demonstrates commitment to enhancing how GHS is viewed by others
5	Adheres to Attendance & Punctuality Policy
B	Customer Orientation
1	Advocate of the diverse needs & cultural values of ALL
2	Provides attentive service to ALL
3	Demonstrates respect, sensitivity & care in ALL
4	Protects confidentiality and privacy of ALL
5	Adheres to current GHS's Customer Service Standards
C	Performance Focus & Self Management
1	Organizes & prioritizes work duties
2	Works toward the continuing growth/development of staff
3	Sets & tries to surpass personal & work goals
4	Is aware of one's impact on others
5	Is flexible & adapts positively to new, different or changing situations
6	Asks questions, is informed & acts according to GHS's standards
7	Incorporates the PI plan principles into daily activities
8	Adheres to laws and regulations applicable to job function
D	Team Orientation
1	Acts to work cooperatively with & helps other team members
2	Participates in projects & is a good team player
3	Recognizes and acknowledges others for a job well done
4	Considers coworkers views & recommendations
5	Extends team work behaviors to ALL
E.	Interpersonal Communications
1	Effectively communicates with others in an effort to create mutual understanding
2	Works to find resolutions to problems
3	Encourages two way communications
4	Maintains focus on issues rather than personalities

Section 2: Department Specific	
A	Essential Duties & Responsibilities
1	Provides occupational therapy services in accordance with patient plans of care.
2	Administers occupational therapy services.
3	Assists physicians in evaluation of patients by applying muscle, perceptual, sensory, joint and functional ability tests.
4	Treats patients to relieve pain, develop or restore function and maintain maximum performance, using physical means such as exercise and adaptive equipment.
5	Arranges for the use of an outpatient basis of services when indicated.
6	Observes, records and reports to the physician the patient's reaction to the treatment and any change in the patient's condition.
7	Instructs patients in the care and use of adaptive equipment, prosthetic and orthotic devices.
8	Instructs other health team members including, when appropriate, Home Health Aides and family members in certain phases of occupational therapy with which they may work with the patient.
9	Instructs family members on patients' total occupational therapy programs.
10	Instructs other health personnel and family members in certain phases of the therapy program of which they may assist the patient.
11	Communicates with the Director of Therapy Services the need for a continuation of therapy services for each patient.
12	Documents each visit made to the patient and incorporates notes into the clinical record at least weekly.

13	Provides in-service to other Home Health Agency personnel at least annually.
14	Participates in case conference as required.
15	Provides care appropriate for the neonate and the pediatric, adolescent, and geriatric patients served based on demonstrated knowledge of the principles of growth and development.
16	Assesses and interprets data on neonate and the pediatric, adolescent, and geriatric patients' status to identify adolescent, and geriatric patients' status to identify patients' requirements relative to their age-specific needs and provides care needed as stipulated in departmental policy.
B	Infection Control Duties and Responsibilities
1	Follows Infection Control guidelines and policies for Gonzales Healthcare Systems.
C	Safety Duties and Responsibilities
1	Follows Safety guidelines and policies for Gonzales Healthcare Systems.