

### Class Concept

Work in this class involves the supervision, administration, and management of an occupational therapy program in an institution. Employee is responsible for planning, developing, coordination, and administering all activities of therapists, assistants, technicians, and aides in the treatment of patients with physical and psychosocial dysfunctions. Duties include evaluation of patient program, design of specific rehabilitative programs for individual patient groups and reassessment of patient programs. Work also involves serving as a consultant to departments within the institution or hospital concerning the development and implementation of occupational therapy programs. Patients are referred by physicians and employees assume considerable independence in developing treatment programs. Work is performed under the general supervision of a medical director, administrative superior, or higher-level occupational therapy supervisor, and is reviewed through oral conferences or written reports and program success.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable knowledge of disabilities treated such as physical, psychosocial or developmental disabilities.
- Considerable knowledge of occupational therapy principles and techniques applicable to the patient population served.
- Skill in the design of activity, self-help devices, and behavioral treatment programs rehabilitatively specific in a variety of individual cases.
- Ability to plan, organize, and initiate programs and to supervise and train staff employees and other supportive personnel.
- Ability to effectively manage intra and inter departmental functioning.
- Ability to prepare and evaluate reports, medical histories, and departmental records.
- Ability to coordinate department activities.
- Ability to communicate effectively and professionally, verbally and in writing, with medical staff, family, and community organizations regarding patients and the department.

#### Minimum Education and Experience

Licensed to practice as an Occupational Therapist in the State of North Carolina and three years of experience as an occupational therapist.