

## OCCUPATIONAL THERAPY SUPERVISOR I

### DESCRIPTION OF WORK

Work in this class involves the supervision, administration, and management of a smaller size department of occupational therapy in a State institution or local agency, or employee may function as an assistant supervisor within a State institution or local agency occupational therapy department. Employee is responsible for planning, developing, coordination, and administering all activities of a small staff 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, hospital, local agency, or community 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.

### EXAMPLES OF DUTIES PERFORMED

Plans, coordinates, manages, and supervises the work of a small staff of therapists, technicians, or assistants involved in evaluating patients' abilities and disabilities, designing specific rehabilitative programs, and reassessing patient progress; or as an assistant supervisor recommends and participates in personnel, budget, equipment, program development, teaching, and assumes responsibility for the department in the absence of the supervisor.

Serves as consultant to departments within the institution, nursing homes, and other community groups regarding the development and implementation of an occupational therapy program-

Confers with administrative and medical staff on occupational therapy programs and goals.

Provides consultation to family members concerning specific rehabilitative programs for patients.

Determines the needs and priorities of the occupational therapy program: plans new and expanded programs, evaluates success of existing programs.

Instructs student interns and other medical staff in specific procedures and technique involved in rehabilitative programs.

Develops, maintains, and evaluates budgets, personnel equipment, and other program needs.

Manages, supervises, and evaluates personnel in the department.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Considerable knowledge of the principles, techniques, and methods of occupational therapy, as applicable.

Considerable knowledge of functional anatomy and physiology if working in the physical dysfunction area.

Considerable knowledge of the psychiatric aspects of various mental handicaps and disabilities.

Skill in the design and fabrication of self-help devices rehabilitatively specific to individual patients with physical handicaps.

Skill in the design of treatment programs rehabilitatively specific in a variety of individual cases.

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Ability to manage overall intra- and inter department functioning in the institution or agency.  
Ability to plan, coordinate, and supervise the work of a small staff in evaluating patients and developing successful treatment programs.  
Ability to communicate efficiently and effectively with medical staff, family, and community organizations regarding patient treatment and progress and program.

Minimum Education and Experience

Licensed to practice as an Occupational Therapist in the State of North Carolina and two years of experience as an occupational therapist; or an equivalent combination of education and experience.