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|  | **POSITION:**  Reports to:  Approved:  Revised:  Department:  FLSA: | JOB DESCRIPTION  **Occupational Therapist**  Chief Medical Officer  November 1, 2021  Clinical Operations  Non-Exempt |



**Basic Function:** Reporting to the CMO, the Occupational Therapist (OT) is responsible for the delivery of direct high-quality healthcare services, including treating injured, ill, or disabled patients through the therapeutic use of everyday activities. This position will work in conjunction with primary care providers, helping patients develop, recover, improve, as well as maintain the skills needed for daily living and working. The incumbent should demonstrate values that promote improved patient outcomes, sensitive treatment plans, and high patient satisfaction.

**Primary Functions:**

1. Assessing the patient’s physical, communication and cognitive skills to develop a treatment plan.
2. Giving advice and providing support for family members and care givers.
3. Helping children and adult patients to take part in everyday activities based on their unique circumstances.
4. Assisting patient’s exercise for pain relief.
5. Reviewing patient progress and adapting care plan, treatment and goals accordingly.
6. Assists in the coordination of services with other disciplines and patient’s insurance plans;
7. Determines which cases to refer to the physician for further diagnosis and treatment
8. Initiates appropriate therapeutic intervention based upon assessment and evaluation of the health status of the individual and explains disease process to patient
9. Documentation/Completion of EHR/Medical Records and keep case histories in accordance with the corporation’s procedures
10. Plans and assumes responsibility for on-going health maintenance and clinical management of patients’ emotional behavior, counsels and instructs individuals and families regarding domestic and health related problems
11. Evaluates patients’ emotional behavior, counsels and instructs individuals and families regarding domestic and health related problems
12. Serves as consultant to medical assistants, nurses, providers and other clinical personnel
13. Performs additional tasks appropriate to background and training as assigned
14. Quality of care (Quality Measures) and participation in Peer Review
15. Complies with CVHC Standards of Conduct and Corporate Compliance.

**Secondary Functions:**

1. Follows CVHC’s policies and procedures.
2. May serves on various CVHC and community committees as requested.
3. Attends meetings, seminars, and conferences as appropriate to ensure skills and knowledge remains current.
4. Understands role in Disaster Plan and that safety is a condition of employment.
5. Other duties as assigned.

**Minimum Qualifications:**

1. Current Basic Life Support Certification (BLS) for healthcare providers.
2. Successful completion of a doctoral Accreditation Council for Occupational Therapy Education – accredited educational program.
3. Ability to properly utilize electronic medical records.
4. Ability to be credentialed with Creek Valley Health Clinic contracted insurance plans.
5. Possess a valid driver’s license.
6. Ability to read, write and speak clearly understandable English.
7. Good interpersonal and human relations skills are required. Must possess skills to empathize and care for a variety of patients, including low-income and diverse cultures and treat everyone (internal and external) with respect and dignity.
8. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Creek Valley Health Clinic’s security and privacy policies.

**Preferred Qualifications:**

1. Previous experience with pediatric patients.
2. Experience in an outpatient clinic, FQHC, RHC, or other ambulatory healthcare setting.
3. Firm understanding of Colorado City, Hildale, and the surrounding area.

**Appearance Standards:**

This position shall follow the appearance standards as outlined in Creek Valley Health Clinic’ Personnel Policy “*Dress and Personal Appearance”*.

**Physical Requirements:**

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| **Medical Clinical Staff - All Levels** | | | | |
|  | **Not Applicable** | **Occasionally** | **Frequently** | **Constantly** |
| **Stand** |  |  | **X** |  |
| **Vision - near** |  |  |  | **X** |
| **Vision – w/assistance** |  |  |  | **X** |
| **Walk** |  | **X** |  |  |
| **Sit** |  |  |  | **X** |
| **Handling** |  |  |  | **X** |
| **Reach outward** |  |  | **X** |  |
| **Reach above shoulder** |  |  | **X** |  |
| **Climb** | **X** |  |  |  |
| **Crawl** | **X** |  |  |  |
| **Squat/kneel** |  | **X** |  |  |
| **Bend** |  | **X** |  |  |
| **Lift/Carry** |  |  |  |  |
| **10 lbs or less** |  | **X** |  |  |
| **11-20 lbs** |  | **X** |  |  |
| **21-50 lbs** |  | **X** |  |  |
| **51-100 lbs** |  | **X** |  |  |
| **Over 100 lbs** | **X** |  |  |  |
| **Push/Pull** |  |  |  |  |
| **12 lbs or less** |  | **X** |  |  |
| **13-25 lbs** |  | **X** |  |  |
| **26-40 lbs** |  | **X** |  |  |
| **41-100 lbs** | **X** |  |  |  |
|  |  |  |  |  |

**OSHA CATEGORY CLASSIFICATION:**

I understand that the duties that are required of me place me in a Category I.

*While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.*

Travel □ is 🗵 is not required. It is anticipated that travel will be: 🗵 5% – 10% □ 50%-75%

□ 10% – 25% □ 75% - 90%

□ 25% – 50%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job’s responsibilities/tasks may be modified and/or expanded over time. **Creek Valley Health Clinic will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. **I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.**

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Print Name Signature Date