

**BROCKTON VISITING NURSE ASSOCIATION  
JOB DESCRIPTION**

**TITLE: OCCUPATIONAL THERAPIST**

**REPORTS TO: REHABILITATION MANAGER**

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**POSITION SUMMARY:**

Plans, organizes, and conducts occupational therapy program in the patient's home and in community programs to facilitate development and rehabilitation of mentally, physically, or emotionally disabled persons by performing the following duties. Provides consultation to staff and community personnel.

**RESPONSIBILITIES:**

- Reviews referral and/or physician orders to determine occupational therapy treatment required.
- Performs a comprehensive occupational therapy assessment and records findings to develop or revise treatment programs.
- Documents treatments, response, and progress according to BVNA Charting Protocols.
- Develops and prepares written care plan including goals and actions based on evaluation of patient data, including physician orders.
- Completes the admission/readmission packet within 24 hours of admission/readmission visit.
- Communicates weekly schedule in writing to Supervisor and adheres to same.
- Provides in-service education to staff.
- Provides education to patient, family or significant other(s) in functional, prevocational, vocational, and homemaking skills, and activities of daily living.
- Provides family education on child development, handling, and positioning on Pediatric cases.
- Coordinates participation in sensorimotor, educational, recreational, and social activities designed to help patients or disabled persons develop or regain physical or mental functioning or adjust to disabilities by focusing on fine motor, gross motor, visual perception, sensory integration and oral motor feeding skills.
- Consults with other members of the multidisciplinary team to select activity program consistent with needs and capabilities of individual and to coordinate occupational therapy with other therapeutic activities and to identify other professional services that may be needed.
- Orients, instructs and supervises work activities of OT Assistants, Home Health Aides, and students as appropriate.
- Demonstrates ability to skillfully manage caseload.
- Selects constructive activities suited to individual's physical capacity, intelligence level, and interest to upgrade individual to maximum independence, prepare individual for return to employment, assist in restoration of functions, and aid in adjustment to disability.
- Teaches individual's skills and techniques required for participation in activities and evaluates individual's progress and revises plan of care as needed.
- Designs and constructs special equipment for individual and suggests adaptation of individual's workliving environment.
- Recommends supplies and equipment for patient use.
- Conducts training programs or participates in training other workers in occupational therapy techniques and objectives.
- Responsible for interdisciplinary assessment
- Required to participate in Quality Assessment Performance Improvement Program and HHA sponsored in-service Training
- Is responsible for maintaining state licensing that is current and in good standing

- Performs miscellaneous related duties as assigned.
- All other related duties as assigned.

**QUALIFICATIONS:**

- Possesses current Massachusetts Occupational Therapist license
- One year of experience as an Occupational Therapist in a community health or acute care setting preferred
- Proficiency in safe occupational therapy practice
- Ability to adapt standard occupational therapy practice to a community setting
- Ability to work independently
- Ability to strictly adhere to confidentiality requirements
- Possesses current driver’s license and reliable vehicle

**STANDARDS:**

Demonstrates a commitment to the provision of high quality home health services, community education, and health promotion outlined in the Mission Statement, to our values and Service Excellence Standards that include: Partnership, Ownership, Excellence, Client-Focused, and Innovation. Demonstrates skills to assist provider staff and to follow through to meet deadlines and timeframes. Adheres to Agency’s and Professional Code of Ethics. Communicates a positive image and working philosophy of the Agency and establishes and maintains a professional relationship with patients, coworkers, and others.

- PARTNERSHIP** Through teamwork we are committed to achieve great things.
- OWNERSHIP** We are accountable and responsible for the success of the BVNA.
- EXCELLENCE** We are professionals achieving exceptional results.
- CLIENT-FOCUSED** It’s all about you.
- INNOVATIVE** We are resourceful and flexible in adapting to changing needs.

Adheres to BVNA’s and Professional Code of Ethics. Communicates a positive image and working philosophy of the BVNA and establishes and maintains a professional relationship with patients, coworkers, and others

**TYPICAL PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

( ) New  
**( X ) Revised**

Date: January 2018

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Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Manager Signature

Date: \_\_\_\_\_

S/HR/Job Descriptions/Occupational Therapist