



JOB DESCRIPTION

Job Title: Occupational Therapist

Reports to: Manager

Location: Cherry Hill, NJ

Status: Full time

Classification: Exempt

Summary: Plans and Administers Occupational Therapy treatment to patients.

Duties and Responsibilities:

1. Develops and implements Occupational Therapy treatment programs based on each patient's diagnosis.
2. Records treatment program, patient conditions and responses in patient's charts after each visit.
3. Prepares patient care and progress notes and other required forms daily.
4. Reviews Physician's referral (prescription) and patient's condition and medical records to determine Occupational Therapy treatment required.
5. Documents treatments rendered on billing statements.
6. Composes discharge notes for patients and refers them to appropriate outside sources.
7. Instructs, motivates, and assists patients by administering the program's modalities in muscle re-education, therapeutic exercises, coordination and balance exercises, relaxation techniques and all forms of neuromuscular facilitation.
8. Maintains current knowledge and monitors changing trends in the Occupational therapist industry.
9. Orients, instructs, and directs work activities of assistants.
10. Serves as a resource to other health care staff, family members, and referring physicians or agency staff.
11. Facilitates communication with potential referral sources in order to expand the existing business and cultivate new business.
12. Confers with Physicians and other practitioners to obtain additional patient information, discuss equipment used, and suggest revisions in treatment programs.
13. Acts as a company representative at conferences regarding Occupational therapy and related topics and serves as the program contact for families and professionals.

14. Attends continuing education courses to advance clinical skills as required by the company.
15. Other duties as assigned.

Skills:

Excellent written and verbal communication
Customer Service
Attention to Detail
Demonstrate professionalism and confidentiality
Commitment to excellence and high standards

Education/License/Certifications:

Masters Degree with at least 1 year experience
Experience with Microsoft Office, Outlook, Internet

Language Ability:

Ability to read, analyze, and interpret general business literature. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups, managers, clients, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, bonuses, proportions, percentage. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word and basic computer applications to include, the internet, and Microsoft Outlook.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly exposed to an office environment with exercise equipment, ringing phones, printing equipment, and people moving around. This role uses standard office equipment.

The noise level in the work environment is usually moderate.

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 regularly required to talk or hear. The employee frequently is required to sit; walk; use hands to finger, handle or feel; and reach with hands and arms.

Ability to lift up to 50 pounds.

This job description is subject to change at any time.

I have reviewed this job description and understand all my duties and responsibilities. I am able to perform the essential functions of the job as outlined in this document. I understand that my duties may change temporarily or on a regular basis according to the needs of the company without it being specifically included in the job description. If I have any questions about my job description, I will ask my supervisor or discuss it with the Human Resources Department.

I further understand that my future performance evaluations are based on my ability to successfully perform and meet the job requirements to the satisfaction of my supervisor.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature_____ **Date**_____

Employee Name_____
(Please Print)