

Community Service Programs of West Alabama, Inc.

Job Description

Position Title: Occupational Therapist

Department: Housing

Reports To: Director of Housing Programs

Employment Classification: Regular Full-time, Non-Exempt, Non-Safety-Sensitive
Monday – Thursday 8am – 6pm; Friday 8am – 12pm

Salary Scale: Grade III: Salary – Depending on Experience

Summary of Duties and Responsibilities

The Occupational Therapist uses the training and Motivational Interviewing techniques to conduct a semi-structured clinical interview to identify and prioritize problem areas. The Occupational Therapist captures the goals of the participant in up to three Action Plans and creates a Work Order for the Handy Worker. The Occupational Therapist interacts and communicates with the CAPABLE RN and other team members as needed.

Essential duties and responsibilities: *other duties may be assigned by the supervisor*

- Encourage the participant to identify the key target areas he/she wishes to address, and engage the participant in problem-solving to identify behavioral and environmental contributors to performance difficulties in subsequent sessions.
- Discuss with the participant and observe his/her functional performance for safety, efficiency, and difficulty and assess the presence of environmental barriers for each targeted area.
- Develop a prioritized work order to include home modifications, repairs, and necessary items that will help the participants meet their goals. This includes communicating with the handy worker and possibly landlords.
- Reinforce strategy use, and review problem-solving, refined strategy use, and provide education and resources to address future needs for environmental adjustments in the final sessions.
- Maintain and manage equipment used by study participants (inventory, order, transport) and direct/monitor handy worker activities according to the work orders.
- Communicate and coordinate with the CAPABLE RN.

- Assist in resolving complaints from participants related to home modifications and equipment.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience:

- ◆ Possession of a Bachelor's degree in Occupational Therapy.
- ◆ At least one year experience as a licensed Occupational Therapist required.
- ◆ Experience with home care with older adults highly preferred.

Certificates, Licenses, Registrations:

- ◆ Licensure from the Board of Occupational Therapy is required.
- ◆ Valid Driver's License with liability insurance.
- ◆ Serviceable automobile.

Language Skills:

- ◆ Ability to communicate to diverse populations.
- ◆ Ability to effectively present information to clients, community partners, and potential partners.
- ◆ Ability to effectively present technical information to clients.

Mathematical Skills:

- ◆ Ability to compute simple math such as addition, subtraction, multiplication and division.
- ◆ Ability to use fractions and percentages.

Reasoning Ability:

- ◆ Ability to analyze problems confronted by program participants.
- ◆ Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- ◆ Ability to work from a collaborative, client-centered model.
- ◆ Willingness and ability to implement a protocol and balance with clinical judgment.
- ◆ Regular and predictable attendance.
- ◆ Knowledge of CSP programs and services.
- ◆ Ability to embrace the challenge of learning and teaching basic technological concepts related to internet services, computer and device characteristics, and common online services and applications.
- ◆ Excellent self-organization, language capacity, and cultural competency.
- ◆ Excellent telephone and online communication skills, including the ability to establish trust with clients of varied educational and cultural backgrounds.

- ◆ Ability to demonstrate positive attitude, excellent interpersonal skills, cultural sensitivity and a sense of humor in working with diverse customers, coworkers, and community.
- ◆ Ability to creatively solve problems, and negotiate and handle stressful situations in a positive manner.
- ◆ Ability to provide excellent customer service, establish appropriate boundaries with clients, and to demonstrate innovation and flexibility.

Physical Demands: *The physical demands listed described 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, stand and walk. Specific vision abilities required by this job include vision to operate a motor vehicle. Extended periods on the phone are customary. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

Extensive writing and computer-based word processing is required. Frequent driving is required. Extensive writing is required and extended periods on the phone is customary. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

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 to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate a computer, telephone and personal automobile.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.