



**Sub-Acute Saratoga Children's Hospital**  
**Occupational Therapist (OT)**  
**Job Description**

**Essential Functions**

- Evaluates patients, develops effective treatment plans, and responsible to ensure all patients have treatment orders from the physician.
- Treats patients according to physician order.
- Sets goals, treatment plan, frequencies and implements a treatment plan to accomplish goals.
- Communicates with supervisor and other health team members regarding patient progress, problems, and plans.
- Initiates screens and evaluations within 24 hours of admission and completes within 48 hours.
- Discharges patients when goals are met or patient is on a plateau.
- Supervises Occupational Therapy Assistants, Aides and/or RNA.

**Major Duties and Responsibilities**

- Completes evaluations, daily and weekly summaries, and D/C summaries per protocol.
- Participate in patient care conferences, family meetings, team conferences and related staff conferences.
- Maintain and increase professional competency by participating in continuing education classes.
- Provide in-service training and orientation to nursing staff.
- Complete appropriate billing charges daily after therapy sessions; ensure treatment grids are filled out appropriately and turned in monthly.
- Responsible for fabricating responsible splints, and adaptive equipment.
- Ensure billing is completed for all adaptive equipment, splints and cast.
- Responsible for equipment ordering of w/c's, splints and discharge equipment.
- Responsible for maintaining inventory and ordering equipment. Equipment order must be cleared by the Director of Rehab before purchase.
- Complete Michigan Assessments and Developmental Care Plans as assigned.
- Responsible for Dysphagia evaluation and treatment in conjunction with the speech and physical therapy.

**Education and Knowledge**

- Certification from an accredited program in Occupational Therapy.
- Active License in the State of California.
- Advanced Practice Degree in Dyshagia in the State of California or in the process of obtaining.
- Clinical experience in a variety of physical disorders with a strong neurological and pediatric background.
- Good organizational, time management, verbal and written skills.
- Skills and expertise in current remediation techniques for physically and developmentally disabled children.
- Communicates effectively with patients, family and hospital staff.

### **Physical Requirements**

- With or without the aid of assistive devices.
- Frequent bending, squatting, sitting on floor, and reaching. Frequent walking and standing. Frequent patient handling and transferring over 100 pounds. Frequent lifting from the floor. Occasional crawling and climbing. Occasional walking on rough, uneven surfaces. Occasional pushing, pulling, and grasping up to 50 pounds. Occasional repetitive fine manipulation.

### **Hours**

- Flexible hours as agreed by the Director of Rehab and direct supervisor.

### **Accountable To**

- The Director of Occupational Therapist or Director of Rehab.

### **Acknowledgement**

- I understand this job description and its requirements and that I am expected to complete all duties assigned. I understand the job functions may be altered from time to time.

#### Contact Information:

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