

OCCUPATIONAL THERAPY SUPERVISOR

FUNCTION OF THE JOB

Under direction, to perform work involving the planning, organizing, directing, and coordinating of an integrated occupational therapy program; to provide direction to the medical records unit and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, organizes, directs, and evaluates an in-patient occupational therapy program and coordinates it with other treatment and rehabilitative services of the hospital and psychiatric day services.
2. Selects, assigns, supervises, evaluates, and coordinates the work of a staff and handles any personnel problems of the staff.
3. Confers with administrative and medical staff on general program activities and individual cases.
4. Insures the maintenance of proper therapy techniques and procedures for the treatment and rehabilitation of patients.
5. Keeps records, conducts surveys, and makes reports on program progress.
6. Recommends and puts into practice new therapy techniques and procedures.
7. Maintains an inventory of materials, supplies, and equipment and prepares the budget request for the therapy program.
8. Supervises the planning and conducting of in-service training and staff development programs and training for appropriate members of the public.
9. Functions as lead therapist or co-therapist in occupational therapy.
10. Researches, develops, and executes patient groups.
11. Provides individual treatment sessions.
12. Evaluates patients for treatment programs and writes data bases and maintains progress notes on individual patients.
13. Develops and implements departmental policies and procedures.
14. Participates in the systematic review and comprehensive planning of selected mental health services.
15. Ensures adherence and compliance to the policies and procedures of the federal Health Insurance Portability and Accountability Act (HIPAA) of 1996 in regards to protected health information.
16. Establishes and maintains effective working relationships with staff, clients, professionals, community agencies, and the general public.
17. Performs emergency government duties as assigned in event of Waukesha County Emergency government declaration.
18. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the principles, techniques, and methods of occupational therapy as applied to an adult psychiatric population including those with physical limitations and impairments.
2. Working knowledge of electronic health record, computerized department program software, internet access, and database, spreadsheet and word processing programs.
3. Working knowledge of confidentiality statutes and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
4. Ability to utilize word processing, database and spreadsheet programs.
5. Ability to direct and coordinate a therapy program and electronic health records area.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

6. Ability to plan, organize, assign, supervise and review the work of others.
7. Ability to recommend effective treatment programs for individuals.
8. Ability to analyze program and electronic health record needs and to prepare the budget request.
9. Ability to keep accurate records and prepare detailed written and oral reports.
10. Ability to establish and maintain effective working relationships with staff, clients, professionals, community agencies, and the general public.
11. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
12. Ability to work cooperatively with other professionals.

Training and Experience

1. Bachelor's degree from a recognized college or university with a major in occupational therapy.
2. Registration with the American Occupational Therapy Association as an Occupational Therapist.
3. Three (3) years of professional or paraprofessional work experience in Occupational or Activity therapy in a psychiatric setting.
4. Possession of or eligibility for Licensure as an Occupational Therapist by the State of Wisconsin.