

**Black River Memorial Hospital**  
**JOB DESCRIPTION**

<b>Job Title:</b> Occupational Therapist, Registered	<b>Employee Name:</b>
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<b>Created on:</b> 04/02	<b>Department:</b> Physical Medicine & Rehabilitation	<b>Pay Type:</b> Non-Exempt
<b>Reports To:</b> Physical Medicine & Rehabilitation Director	<b>Reviewed on:</b> 09/12/06, 06/12/13, 2/22/17	<b>Revised</b> 12/01/03, 09/15/04, 09/08/10, 09/07/14, 06/01/16, 08/30/18, 01/13/20, 2/24/21

<b>POSITION SUMMARY:</b> Plans, evaluates, directs and administers occupational therapy services for patients within the scope of their licensure.
<b>I. Essential Duties and Responsibilities</b>
1. Conducts occupational therapy evaluations.
2. Interprets findings of evaluations.
3. Develops prognosis and plan of care.
4. Selects and administers appropriate interventions.
5. Documents according to accepted standards.
6. Provides supervision of assistants and rehabilitation department support staff.
7. Conducts discharge planning.
8. Accurately and timely bills for services rendered.
9. Participates in operational aspects of the Physical Medicine and Rehabilitation Department.
10. Follows the hospital's attendance policy.
<b>Additional Duties</b>
11. Performs other duties as assigned or as opportunities arise

**Educational Qualifications:**

- Bachelor of Science (B.S.) or Bachelor of Arts (B.A.) degree from an accredited Occupational Therapy program

**Work Relationship:**

- Reports directly to the Physical Medicine & Rehabilitation Director
- Works closely with all other rehabilitation staff
- Extensive contact with patients, caregivers and family members
- Frequent contact with physicians, nursing staff and community support agencies
- Regular contact with revenue cycle, patient and family services and health information personnel.
- Occasional contact with environmental services and purchasing personnel, vendors, general public, civic organization, insurance carriers and patients' employers

**Working Conditions:**

- Work is performed largely in a pleasant hospital, industrial, or home environment with minimal chance for personal injury
- Occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration
- Occasionally has exposure to hazardous material and exposure to blood and body fluids
- The noise level in the work environment is usually moderate
- Valid Wisconsin Drivers' License and proof of insurability required
- Frequent travel required

**Physical Requirements:**

- Frequently required to stand, walk, stoop, kneel or crouch
- Occasionally required to sit or climb
- Required to use hands to handle or feel objects, tools or controls
- Frequently lift and/or move up to 35 pounds
- Occasionally may need to move patients, equipment and/or supplies of more than 35 pounds with assistance
- Requires specific vision abilities for far vision, near vision, depth perception, colors, accommodation and peripheral vision
- Vision correctable to 20/40

**Acknowledgement:**

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

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Employee Signature

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Date