

LOCAL DISTRICT CLASSIFICATION PLAN**CLASS TITLE: PHYSICAL/OCCUPATIONAL THERAPIST****BASIC FUNCTION:**

Develop, disseminate and evaluate programs and procedures for physical and occupational therapy and assessment; provide physical and occupational therapy to eligible individuals; supervise and coordinate the activities of assigned staff.

REPRESENTATIVE DUTIES:

- Develop, disseminate and evaluate programs and procedures for physical and occupational therapy and assessment; review therapy goals and plans for each individual, make recommendations and adjust as appropriate.
- Supervise and coordinate the activities of assigned staff; provide overall supervision of the physical and occupational therapy program.
- Research, evaluate and interpret data and other information regarding the effectiveness of the physical and occupational program and submit periodic reports as requested.
- Prepare written evaluations, maintain records and prepare reports concerning individual clients; review medical and therapy reports to assure compliance with established laws, regulations and procedures.
- Communicate with agencies, schools and other organizations to coordinate communication and services; contact vendors concerning supplies and equipment for clinic and office needs; coordinate physical and occupational therapy referral and record systems.
- Prepare the physical and occupational budget; monitor and control expenditures.
- Operate a variety of therapeutic equipment; train others in the use of therapeutic equipment as necessary; maintain equipment in proper working condition.
- Remain current concerning technological advances and other matters concerning physical and occupational therapy; attend and participate in seminars, workshops and conferences; provide in-service training to physical and occupational therapy staff.
- Operate office equipment.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Principles and techniques of physical and occupational therapy.
- Laws and regulations concerning medical records and therapeutic services.
- Neurology, anatomy, neuroanatomy and physiology.
- Crafts including materials and equipment required, analysis of physical requirements, analysis of exercise or other contributions as treatment for special disabilities, contraindications for use as treatment for specific disability or when other conditions exist.

KNOWLEDGE OF cont'd:

- Methods, materials and equipment used to alter existing or fabricate specialized equipment.
- Safety precautions including hazards associated with client's specific activities.
- Oral and written communication skills.
- Public speaking techniques.
- Research techniques.
- Record-keeping techniques.
- Principles of training and supervising staff.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- CPR.

ABILITY TO:

- Provide physical and occupational therapy to eligible individuals.
- Determine and evaluate treatment.
- Plan, prepare and make oral presentations.
- Communicate effectively with families of handicapped individuals.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Monitor and evaluate equipment needs.
- Prepare written evaluations and review medical and therapy reports.
- Train and supervise others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of related technological advances and other matters.
- Lift heavy objects.
- Operate office and therapeutic equipment.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Perform CPR as required.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from an accredited program in physical or occupational therapy and two years experience working in pediatric, physical or occupational therapy.

LICENSES AND OTHER REQUIREMENTS:

Valid Physical or Occupational license issued by the State of Kentucky.

My signature below indicates that I have been made aware of my job description.

Date