

OCCUPATIONAL THERAPY COORDINATOR (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for coordinating the functions of the occupational therapy department with other departments in the Ulster County BOCES and the participating school districts. An incumbent in this class coordinates, supervises and participates in the provision of services to clients upon the written order or referral of a physician who provides medical direction. The Coordinator is responsible for the functions of the total program and its operation within the agency under the general direction of a higher level administrator. Supervision is exercised over employees assigned to the program. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates occupational therapy treatments, schedules and activities with department supervisors;

Evaluates students in the classroom to determine the need for occupational therapy treatment, selecting rehabilitation and therapeutic activities and exercises based on Individualized Educational Plans (IEP), and the medical and social history of the student;

Coordinates, plans, develops and evaluates occupational therapy programs and activities, treating clients directly as indicated;

Monitors compliance with current applicable New York State regulations;

Evaluates Occupational Therapists and Occupational Therapist Assistants semi-annually or otherwise as needed;

Analyzes occupational therapy reports and data, and education evaluation reports and data, reviews physician orders and requests for occupational therapy, and meets with administration and therapy staff in order to plan continuing therapy services;

Interprets occupational therapy policies and procedures to staff, clients and family members as necessary;

Participates in the selection and training of personnel involved in the occupational therapy program, and oversees the placement of fieldwork students as needed;

Maintains treatment and evaluation records, as well as other related forms and reports to facilitate review for reimbursement and billing purposes;

Presides over monthly departmental meetings;

Performs administrative requirements such as completing forms and reports and assisting in the development of the occupational therapy department budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, techniques and practices of occupational therapy; thorough knowledge of the operation and minor maintenance of apparatus and equipment used in occupational therapy; good knowledge of community resources applicable to occupational therapy; ability to plan, evaluate, direct and supervise the work of others involved in an occupational therapy program; ability to create and maintain effective working relationships with various groups and agencies; ability to relate and coordinate the occupational therapy program to other related disciplines; sympathetic understanding of the sick; emotional maturity; manual dexterity; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Occupational Therapy and four (4) years of experience as an Occupational Therapist.

Special Requirement: Possession of a license and current registration issued by the New York State Department of Education to practice as an Occupational Therapist.

ULSTER COUNTY
4566 OCC TH CD
Classification: Competitive
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Adopted: June 23, 2006