

**STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION**

<b><u>CLASSIFICATION SERIES:</u></b> Occupational Therapy	<b><u>SERIES NO.:</u></b> 4431
<b><u>MAJOR AGENCIES:</u></b> Mental Health, Mental Retardation/Developmental Disabilities	<b><u>EFFECTIVE DATE:</u></b> 02/26/2012

**SERIES PURPOSE:**

The purpose of the occupational therapy series is to provide occupational therapy treatment & services to persons with physical &/or emotional handicaps.

At the lower levels, incumbents assist in planning & delivery of treatment or conduct client/consumer assessments & plan & deliver individual &/or group occupational therapy services.

At the higher level, incumbents act as first line supervisor or overall program administration.

Note: This series may be used in agency/institution &/or community setting.

<b><u>CLASS TITLE</u></b>	<b><u>CLASS NUMBER</u></b>	<b><u>PAY RANGE</u></b>	<b><u>EFFECTIVE</u></b>
Occupational Therapy Assistant	44310	29	07/01/2006

**CLASS CONCEPT:**

The full performance occupational therapy assistant class works under general supervision & requires working knowledge of occupational therapy assistance in order to assist in implementing & planning of standard occupational therapy treatments, techniques & activities within scope of practice as set forth in Division (5)(c) of Section 4755.01 of Ohio Revised Code under general supervision of an occupational therapist.

<b><u>CLASS TITLE</u></b>	<b><u>CLASS NUMBER</u></b>	<b><u>PAY RANGE</u></b>	<b><u>EFFECTIVE</u></b>
Occupational Therapist	44311	13	02/19/1995

**CLASS CONCEPT:**

The full performance level class works under direction & requires thorough knowledge of occupational therapy treatment in order to assess clients/consumers' functioning & provide & coordinate occupational therapy group or individual treatment to clients/consumers to improve &/or restore performance of necessary physical, psychosocial &/or developmental functions, compensate for dysfunction &/or minimize limitations.

<b><u>CLASS TITLE</u></b>	<b><u>CLASS NUMBER</u></b>	<b><u>PAY RANGE</u></b>	<b><u>EFFECTIVE</u></b>
Occupational Therapy Administrator 1	44315	14	08/06/1995

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires extensive knowledge of occupational therapy treatment in order to supervise occupational therapy staff & plan, develop, implement, evaluate & administer programs that satisfy therapeutic needs of clients/claimants & integrate services with total facility program in institution &/or community.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Occupational Therapy Assistant	44310	04	07/01/2006	29

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists in implementing & planning of standard occupational therapy treatments, techniques & activities within scope of practice as set forth in Division (5)(c) of Section 4755.01 of Ohio Revised Code under general supervision of an occupational therapist (e.g., develop, improve or restore function, compensate for dysfunction &/or minimize debilitation for persons diagnosed with chronic or acute physical handicaps, emotional disorders &/or developmental disabilities such as mental illness, schizophrenia & depression; administers standardized assessments such as Kohlman Evaluation of Living Skills & Allen level Cognitive Screen; assist patients in increasing skills necessary to cope with daily living; provides treatment to patients on one on one or in group settings; participates in design & construction of orthotic devices/adaptive equipment &/or modifications of wheelchairs; prepares patients for independent community living to include motor skills, anger management, stress management; provides community resources for peer support & recovery; refers patients to local county agencies for employment, schooling, training, socialization &/or mental health services; provides input in conjunction with treatment team members to develop treatment goals & objectives; participates with treatment team & unit manager in developing methodologies, policies & procedures for implementation of occupational therapy program).

Conducts interviews with clients, gather information & history of client through information obtained in interviews & chart reviews of occupational therapy assessments; participates in treatment team meetings to discuss patients performance & progress in occupational therapy groups &/or one-on-one interventions; collaborates with treatment team members (e.g., psychology; social worker; case manager) to develop individual patient programs, progress notes, weekly &/or monthly updates.

Maintain patient logs & records of interventions, completes & compiles written & verbal reports (e.g. weekly, monthly, progress, incidental, forensic, confidential chart review) for treatment teams, patients, service providers & families; complete forms & discharge documentation related to occupational therapy treatments & services, organize funds utilized for snacks, unit parties & activities to include shopping for food & supplies; fills out purchase orders for unit supplies & materials for group activities; attends workshops, seminars & in-service education programs & special events; oversees activities of occupational student interns.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of occupational therapy; safety practices relative to occupational therapy; social sciences (e.g., psychology, sociology, social work); Ohio Occupational Therapy, Physical Therapy & Athletic Trainer Board laws, rules & guidelines\*; HIPPA laws, rules & guidelines\*. Skill in use & maintenance of orthotic & prosthetic devices & occupational therapy equipment;\* personal computer & related software\*. Ability to deal with problems involving several variables within familiar context; calculate fractions, decimals & percentages; define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; counsel or encourage others on sensitive issues; redirect & de-escalate patients who become agitated or aggressive towards other patients &/or staff; assists with putting violent / hostile patients in 4 point restraints.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Current State of Ohio Occupational Therapy Assistant License pursuant to Section 4755.02 of Revised Code.

-Or limited permit pursuant to Section 4755.07, to persons who have satisfied requirements of Divisions (A) to (C) of Section 4755.06.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Biennial renewal of licensure as occupational therapy assistant.

**UNUSUAL WORKING CONDITIONS:**

Exposed to unpredictable behavior of hostile, angry, violent clients, exposed to injuries during code episodes while participating in the restraint of violent, hostile clients.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Occupational Therapist	44311	11	02/19/1995	13

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assesses clients/consumers' physical capacities, developmental &/or psychosocial functions (e.g., motor cognitive, perceptual, behavioral, physical capacities) using standardized &/or non-standardized assessment & measuring tools, plans, coordinates & implements occupational therapy group or individual treatment plans for clients/consumers, determines appropriate therapy techniques & sequence & coordinates treatment plans with other programs for overall client/consumer benefit.

Provides consultation with clients/consumers, other health care professionals & interested outside parties regarding client/consumer progress, recommendations for treatment & integration of plans with other programs; participates in planning, organizing & controlling occupational therapy services, policies & procedures; participates as interdisciplinary team member; assesses & locates suitable adaptive equipment.

Documents evaluations, observations & assessments of client/consumer performance; records treatment plans & revisions; requisitions supplies & equipment; maintains records; keeps abreast of current knowledge relevant to occupational therapy through reading & attending in-service & mandated training; attends staff meetings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of occupational therapy; safety practices relative to occupational therapy; social sciences (e.g., psychology, sociology, social work). Skill in use, fabrication & maintenance of orthotic & prosthetic devices & occupational therapy equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; deal with some abstract variables in familiar context; understand technical manuals & verbal instructions associated with occupational therapy; establish & maintain sensitive client/therapist relationships; establish & maintain atmosphere of mutual confidence.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Current State of Ohio Occupational Therapist License pursuant to Section 4755.02 of Revised Code.

**TRAINING AND DEVELOPMENT REQUIRED REMAINING IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Biennial renewal of licensure as occupational therapist.

**UNUSUAL WORKING CONDITIONS:**

Exposed to unpredictable behavior of clients/ consumers.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Occupational Therapy Administrator 1	44315	EX	08/06/1995	14

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises lower-level occupational therapists & occupational therapy assistants in implementation of occupational therapy techniques, treatments & activities, plans, develops, implements, evaluates & administers programs to meet therapeutic needs of clients & claimants, integrates services with total facility program & formulates & evaluates occupational therapy policies & procedures in institution &/or community.

Coordinates occupational therapy program with other patient or client services & programs & with programs provided by other agencies & community groups for continuation of therapy after release, provides information about occupational therapy for general public & specialized group or organization, promotes research in occupational therapy & participates in cooperative academic educational programming for occupational therapy students.

Maintains contact & expertise in clinical areas by providing direct care in specialized cases, selects, develops & modifies evaluation methods & treatment techniques for individual clients requiring specialty skills & provides consultation services for clients, relatives & professional personnel.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques\*; employee training & development; management\*; occupational therapy; safety practices relative to occupational therapy; social sciences (e.g., psychology, sociology, social work). Skill in use, fabrication & maintenance of orthotic & prosthetic devices & occupational therapy equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; deal with some abstract variables in familiar context; understand technical manuals & verbal instructions associated with occupational therapy; handle sensitive client/therapist relationship; establish & maintain atmosphere of mutual confidence.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Current State of Ohio Occupational Therapist License pursuant to Section 4755.02 of Revised Code; 6 mos. trg. or 6 mos. exp. in employee training & development; 12 mos. exp. in occupational therapy.

-Or 12 mos. exp. as Occupational Therapist, 44311; current State of Ohio Occupational Therapist License pursuant to Section 4755.02 of Revised Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for experience, but not license.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Biennial renewal of licensure as occupational therapist.

**UNUSUAL WORKING CONDITIONS:**

Exposed to unpredictable behavior of clients.