UNIVERSITY OF SOUTHERN CALIFORNIA
Occupational Therapist I
Job Code: 187723

Grade: HF
OT Eligible: Yes
Comp Approval: 8/25/1994

JOB SUMMARY:
Provides professional occupational therapy to specific patient populations within the University community, for example, faculty/staff, students or other patients.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

--- E --- Assesses and evaluates patient's condition.
--- E --- Plans, coordinates and implements appropriate occupational therapy program.
--- E --- Monitors progress and reviews with other medical personnel.
--- E --- Records data, schedules appointments, charts progress, maintains files.
--- E --- Supervises and directs activities of student workers and/or volunteers, as required.
--- E --- Orders supplies; utilizes and maintains equipment.
--- E --- Documents patient treatment and progress in accordance with third party payor guidelines. Consults with physicians regarding evaluation, treatment and progress of patients and makes recommendations for physician follow-up care.
--- E --- Participates in planning and delivery of instructional material to staff, other allied health personnel and general public. Aids in administration and organization of all occupational therapy department activities and responsibilities as requested.
--- E --- Maintains compliance with established University and department policies and procedures, quality assurance, safety, environmental, infection control and complies with requirements of accreditation and regulatory agencies.
--- E --- Participates in quality assurance program and continuously evaluates services to ensure highest standards of patient care are maintained.
--- E --- Participates in in-service education programs and professional associations.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor’s Degree

Minimum Experience:

2 Years

Minimum Field of Expertise:

Registered Occupational Therapist with background in related field. Current BCLS CPR certification and knowledge of emergency first aid procedures.

Preferred Education:

Master’s Degree

Preferred Experience:

3 Years

Preferred Field of Expertise:

Advanced training or certification in appropriate specialty area in addition to above qualifications.

Skills: Administrative:

Answer telephones
Communicate with others to gather information
Prioritize different projects
Read handwritten text
Schedule appointments
Understand and apply policies and procedures

Skills: Other:

Assessment/evaluation
Lead/Guidance Skills

Skills: Machine:

Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:

Supervises student, temporary and/or casual workers

Supervises: Nature of Work:

Technical
SIGNATURES:

Employee: ___________________________ Date: ___________________________
Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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