UNIVERSITY OF SOUTHERN CALIFORNIA

Occupational Therapist II (Supervisor)

Job Code: 187727

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**Grade:** HG  
**OT Eligible:** No  
**Comp Approval:** 8/25/1994

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**JOB SUMMARY:**
Supervises occupational therapy staff. Assists Director in overseeing departmental operations. Provides professional occupational therapy to a specific population within the University community, for example, faculty/staff, students and other patients.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Hires, trains and supervises staff. Assigns, prioritizes and schedules work. Assesses performance and provides feedback. Counsels or disciplines, as needed.</td>
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<td>______</td>
<td>______</td>
<td>Supervises and directs activities of student workers and/or volunteers, as required.</td>
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<td>______</td>
<td>______</td>
<td>Assists in development, review and revision of policies and procedures. Assists in implementing new programs to improve patient care and staff morale. Participates in training and orienting new staff and in quality assurance programs or activities.</td>
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<td>______</td>
<td>______</td>
<td>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.</td>
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<td>Oversees activities of quality assurance programs for patient care provided by unit.</td>
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<td>______</td>
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<td>Ensures staff competency and compliance with standards and guidelines promulgated by accrediting and regulatory agencies. Participates in preparation for inspection by such agencies.</td>
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<td>Plans, coordinates and implements appropriate occupational therapy program.</td>
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<td>Assesses and evaluates patient's condition.</td>
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<td>______</td>
<td>Monitors progress and reviews with other medical personnel.</td>
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<td>______</td>
<td>Records data, schedules appointments, charts progress, maintains files.</td>
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<td>______</td>
<td>Orders supplies; utilizes and maintains equipment.</td>
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<td>______</td>
<td>______</td>
<td>Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents university and/or unit as assigned.</td>
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<tr>
<td><strong>E</strong></td>
<td>______</td>
<td>Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.</td>
</tr>
</tbody>
</table>
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:

- 3 Years

Minimum Field of Expertise:

- Registered Occupational Therapist with background in related field. Knowledge of occupational therapy theory, techniques and application. Ability to establish rapport with and give direction to patients. Knowledge of emergency first aid procedures. Ability to use and maintain specialized equipment as appropriate to the field of occupational therapy.

Preferred Education:

- Master’s Degree

Preferred Experience:

- 5 Years

Preferred Field of Expertise:

- Supervisory skills in addition to the above.

Skills: Other:

- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Scheduling
- Staff development
- Supervisory Skills
Teaching/Training

Skills: Machine:

- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Personal Computer

Supervises: Level:

- Supervises employees and student workers

Supervises: Nature of Work:

- Professional/Paraprofessional

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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