

NETWORK STAFFING RESOURCES, INC.
PO Box 565
Beech Grove, IN 46107-0565

OCCUPATIONAL THERAPIST

Job Summary

Provides occupational therapy services in accordance with a written physician order and as determined by evaluation/assessment. Treatment may include therapeutic intervention or adaptation, health maintenance or prevention programs. Performs documentation and record keeping functions in compliance with the assigned facility/agency expectations. Complies with policies and procedures of both Network Staffing Resources and the assigned facility/agency.

Education, Training, Experience

Graduate from an approved program maintaining standards equivalent for the education of occupational therapists. Current licensure as an occupational therapist in the State of Indiana. One year experience as required by some clients.

Special Equipment, Skills or Other Requirements

Broad based knowledge of occupational therapy preferred with experience in varied work settings. Ability and willingness to communicate clearly and effectively with patients, coworkers and physicians. Ability to tolerate changing work conditions and expectations,

Work Contact Group

Patients, employers, coworkers, public, physicians.

Reports To

Network Staffing and Assigned Facility/Agency Contact Person.

Job Duties

- A. Patient Service
 - 1. Assesses clients as ordered by the attending physician.
 - 2. Teaches self care through *assistive* devices, adaptive equipment and special self-help techniques including self-feeding, dressing, hygiene, communication and transport.
 - 3. Teaches, demonstrates and instructs patients, family and/or nursing personnel to administer the plan of care.
 - 4. Complies with all accepted standards of care for occupational therapy.

B. Administrative

1. Maintains patient confidentiality.
2. Complies with all assigned facility/agency policies and procedures.
3. Completes time sheets as required by NSR and assigned facility.

C. Home Care

1. Consults with clinical services contact to develop treatment plan, evaluates patient progress, establishes new treatment goals and rehabilitation plans as necessary.
2. Performs care under the direction of the clinical services contact.
3. Documents and maintains clinical records and adds to patient record within the assigned agency time frame.
4. Communicates client status, progress, etc. to agency clinical contact.
5. Participates in case conferences when needed.
6. Complies with all state and federal regulations regarding practice.

D. Mandatory Requirements

1. Attends orientation or inservices as required to meet facility or regulatory agency guidelines.
2. Complies with NSR personnel policies.

I acknowledge that I have read and understand this job description.

Associate's Signature

Network Staffing Resources Representative