

*CLASS SPECIFICATION FOR*  
**MH/DS Occupational Therapist**

**GENERAL STATEMENT OF DUTIES:** Conducts a program of occupational therapy as a phase of treatment and/or rehabilitation individuals with intellectual **or** physical disability; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This class makes assessments of client's need, participates in the development of program plans and carries out a program of occupational therapy with the client. Work is performed under the general supervision of the MH/DS Program Coordinator.

**EXAMPLES OF WORK** (illustrative only):

- Conducts initial assessments of client's capabilities and follows up with subsequent evaluations;
- Participates in the development of treatment plans;
- Provides ongoing counseling and treatment;
- Visits clients at home to conduct assessment, to provide treatment, or to motivate clients to receive services;
- Maintains clinical and administrative recording as required;
- Provides training to parents and family members;
- Attends staff meetings;
- Expands own knowledge by such means as academic study, independent reading, and attending outside conferences, workshops and seminars;
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the principles and practices of occupational therapy and ability to apply them in the treatment of client population to which assigned; knowledge of developmental and physical disabilities; good interpersonal skills, which include the ability to empathize, demonstrate respect, communicate, reflect feelings and confront constructively; ability to relate freely to and work effectively with clients and professionals from all levels of the community; ability to communicate effectively both orally and in writing; ability to keep records and prepare reports. Ability to use a computer workstation and/or laptop in a network environment; adequate skill in the use of basic business software, including Microsoft Word, Excel, Internet Explorer, and Outlook.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in occupational therapy, a Virginia license for Occupational Therapy by the Board of Medicine and experience working with the population to which assigned; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.