

OCCUPATIONAL THERAPIST CAREER LADDER [UNCLASSIFIED]

PURPOSE:

Positions within this job family are assigned responsibilities involving providing and/or supervising the delivery of screening, evaluation, assessment, consultation, and intervention services in an occupational therapy program.

LEVEL DESCRIPTORS:

The Occupational Therapist job family consists of five levels which are distinguished by the complexity of assigned duties, the depth and breadth of accountability, the expertise required to perform assigned duties and the responsibility assigned for providing leadership to others.

Level I:

Job Code: 2321

This is the basic level where incumbents perform beginning level professional work as an occupational therapist and develop their technical skills in screening, evaluation, assessment, program planning and intervention while assisting in or performing various treatments.

Knowledge, Skills and Abilities required at this level include knowledge of the principles, practices, and ethics of professional occupational therapy; of therapeutic techniques and their application; and of the materials used in occupational therapy programs. Ability is required to use therapeutic equipment and materials; to evaluate various skills and abilities; to administer prescribed treatments or conduct planned activities; to interpret medical plans; to establish effective working relationships with others; and to communicate effectively both orally and in writing.

Education and Experience requirements at this level consist of a current Oklahoma license as an Occupational Therapist issued by the Oklahoma Board of Medical Licensure and Supervision or National Board Certification in Occupation Therapy, Inc. (NBCOT) (At this level: A letter of eligibility issued by the Oklahoma Board of Medical Licensure and Supervision will be accepted as long as the letter of eligibility remains valid. However, a valid permanent license as an Occupational Therapist must be obtained within 6 months of employment.

Level II:

Job Code: 2322

This is the career level where incumbents perform all duties of an occupational therapist, including technical skills in screening, evaluation, assessment, program planning, intervention and treatment, at the full performance level.

Knowledge, Skills and Abilities required at this level include knowledge of the principles and practices of professional occupational therapy; of therapeutic techniques and their application to occupational therapy; of standardized treatments prescribed for various conditions; of the procedures to evaluate various skills and abilities; and of the supplies, materials and equipment used in conducting occupational therapy programs. Ability is required to use therapeutic equipment and materials; to evaluate various skills and abilities; to administer prescribed treatments and conduct planned activities; to interpret medical prescriptions; to establish effective working relationships with others; to effectively communicate both orally and in writing; and to exercise initiative and independent judgment.

Education and Experience requirements at this level consist of those identified in Level I plus one year of professional experience as a licensed Occupational Therapist; or an advanced level masters degree or doctorate in rehabilitative services, occupational therapy, special education, or a closely related field may be substituted for the required experience.

Level III:

Job Code: 2323

This is the specialist level where incumbents are assigned responsibilities involving advanced level duties in occupational therapy. May provide in-service training in areas of recognized expertise at the local, regional and state level and mentor students during fieldwork experience.

Knowledge, Skills and Abilities required at this level include those identified in Level II plus ability is required to develop occupational therapy treatment plans; mentor students during fieldwork experience; and provide in-service training at the local, regional and state levels in identified areas of expertise.

Education and Experience requirements at this level consist of those identified in Level II plus two additional years of qualifying experience or an advanced level masters degree or doctorate in pediatric rehabilitative services, pediatric occupational therapy, special education (or other similar degree) may be substituted for two years only of the required experience.

Occupational Therapist -- continued

Level IV:

Job Code: 2317

This is the leadership level where incumbents are assigned responsibility for developing and implementing an occupational therapy program at an assigned location to insure that required treatments and activities are provided to individuals and groups. Employees may serve in lead positions and coordinate program requirements between units and with other divisions. Incumbents at this level may also assume a lead role in evaluation, assessment, program planning and intervention, and supervise students during fieldwork experience.

Knowledge, Skills and Abilities required at this level include those identified in Level III plus ability is required to plan, organize and lead the work of others; to develop occupational therapy programs and plans; to organize and coordinate occupational therapy activities; and to supervise students during fieldwork experience.

Education and Experience requirements at this level consist of those identified in Level III plus one additional year of qualifying experience.

Level V (Official Title: Occupational Therapist Supervisor)

Job Code: 0691

At this level incumbents plan, organize and direct occupational therapy services for an agency or in a designated region or area of the state. Employees serve as regional or statewide consultants or supervisors for a statewide program and plan, develop and direct occupational therapy and/or early intervention programs. Incumbents may also prepare special funding grants and projects or be an administrative liaison with other state agencies. Provides consultation and training to agency staff and others.

Knowledge, Skills and Abilities required at this level include those identified in Level IV plus the ability to direct, supervise and evaluate the work of others.

Education and Experience requirements at this level consist of those identified in Level IV plus one additional year of qualifying experience.