

**OCCUPATIONAL THERAPIST (DOE) (HELP Program)**

**Duties and Responsibilities**

This class of positions encompasses professional and responsible provision of occupational therapy services to students with disabilities which may include the utilization of computer systems in connection with assignment. There are two assignment levels within this class. All personnel perform related work.

**Assignment Level I**

Under supervision, administers occupational therapy to students with disabilities.

**Examples of Typical Tasks**

Participates in screening, evaluating, and providing services to special education students referred for occupational therapy. Services are provided in accordance with the students' individualized education program.

Develops and implements individual and group treatment programs for the provision of occupational therapy.

Assists classroom teachers and paraprofessionals through workshops and individual consultations, with the formation of goals and objectives related to students' individualized education program; develops and presents occupational therapy-related activities to benefit students in their educational environment.

Participates in interdisciplinary and parent conferences to discuss student progress and makes appropriate recommendations for occupational therapy programs.

Reviews clinical records of students receiving occupational therapy for accuracy and completeness. Maintains attendance, anecdotal records and other reports for students receiving occupational therapy.

Provides in-service training for school staff in areas under the purview of school based occupational therapy, focusing on classroom/school management and the remediation and compensation strategies to address specific deficits

**OCCUPATIONAL THERAPIST (DOE) (HELP Program)** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

Orders equipment and supplies necessary to carry out an occupational therapy program and keeps an inventory of such materials.

Designs, modifies and constructs adaptive equipment for classroom/school use and instructs teachers, paraprofessionals, parents and other staff in the use of these materials.

Consults with parents/guardians regarding treatment goals, specialized therapeutic equipment, and other recommendations to enhance the student's functional ability within the classroom and in the home setting.

Contacts primary care facilities regarding student's medical issues and adaptive equipment needs, relating to the continuity of services both in school and in the home setting.

**Assignment Level II (See Special Note under Qualification Requirements)**

Under general supervision, in addition to performing the duties of Assignment Level I, administers the provision of occupational therapy to students with disabilities and advises other therapists in the provision of additional clinical, consultation, evaluation, and training supports to other therapists.

**Examples of Typical Tasks**

Provides expertise and support to Assignment Level I therapists as needed with regards to administrative and clinical areas of practice particularly with more complex cases.

Serves as an experienced therapist that provides assistance to supervising therapists and support to lower level therapists as needed with regards to administrative and clinical areas of practice.

Participates as an experienced evaluator that performs occupational therapy assessments and re-assessments to students based on higher level of expertise.

Participates as an experienced therapist that conducts turn-key workshops on various topics regarding school-based practice to new or less experienced therapists.

Serves as clinical instructor to occupational therapy students from accredited occupational therapy programs from local colleges and universities during their clinical affiliations.

**OCCUPATIONAL THERAPIST (DOE) (HELP Program)** (continued)

**Assignment Level II (See Special Note under Qualification Requirements)** (continued)

**Examples of Typical Tasks** (continued)

Establishes and maintains a cooperative working relationship with committees, principals and site supervisors in the coordination of occupational therapy services.

Serves as a liaison to colleges and universities to assist in recruitment.

**Qualification Requirements**

A valid New York State License and registration to practice occupational therapy.

**Note**

The New York State license and registration to practice occupational therapy must be maintained for the duration of employment.

**Special Note**

To be eligible for placement in Assignment Level II, individuals must have a valid New York State license and registration to practice occupational therapy and must have two years of satisfactory full-time experience as a licensed occupational therapist.

**NOTE:**

This title is classified in the non-competitive class for a 12-month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into Occupational Therapist (51221) as permanent competitive class employees.