



## JOB INFORMATION

Job Code:	187723
Job Title:	Occupational Therapist I
FLSA Status:	Non-Exempt
Supervisory:	Supervises student, temporary and/or casual workers.
Job Family:	Therapy
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

## JOB SUMMARY

Provides professional occupational therapy to specific patient populations within the University community, for example, faculty/staff, students or other patients.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

### Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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### Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	

### Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Background in related field.

### Licenses

Req	Pref	License(s)
X		Registered Occupational Therapist

## Licenses

Req	Pref	License(s)
X		Knowledge of emergency first-aid procedures.
	X	Advanced training or certification in appropriate specialty area.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Current BCLS CPR certification

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assesses and evaluates patient's condition.				
Plans, coordinates and implements appropriate occupational therapy program.				
Monitors progress and reviews with other medical personnel.				
Records data, schedules appointments, charts progress, maintains files.				
Supervises and directs activities of student workers and/or volunteers, as required.				
Orders supplies; utilizes and maintains equipment.				
Documents patient treatment and progress in accordance with third party payor guidelines. Consults with physicians regarding evaluation, treatment and progress of patients and makes recommendations for physician follow-up care.				
Participates in planning and delivery of instructional material to staff, other allied health personnel and general public. Aids in administration and organization of all occupational therapy department activities and responsibilities as requested.				
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.				
Participates in quality assurance program and continuously evaluates services to ensure highest standards of patient care are maintained.				
Participates in in-service education programs and professional associations.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties

at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.