

POLICY AND PROCEDURE MANUAL

JOB DESCRIPTION: OCCUPATIONAL THERAPIST

REPORTS TO:	Clinic Manager	FLSA STATUS	Exempt
DATE(INITIAL REVIEW)		APPROVED BY	
DATE (LAST MODIFIED)		APPROVED BY	

Summary:

Seeking a passionate, patient-centered Occupational Therapist specializing in upper extremity rehabilitation to help patients restore functional skills, relieve pain, and achieve their best quality of life through expert, compassionate care. Enjoy an autonomous, team-oriented environment with a manageable caseload.

Key Responsibilities:

- Review physician referrals and patient records to develop tailored treatment plans for upper extremity conditions
- Perform comprehensive patient evaluations to assess range of motion, strength, sensation, coordination, and functional abilities.
- Deliver skilled occupational therapy interventions including manual therapy, therapeutic activities, strengthening, splinting, modalities, and home exercise instruction.
- Fabricate, fit, and adjust custom orthoses/splints as indicated.
- Document patient care and progress in accordance with clinic policies, payer guidelines, and Texas state regulations.
- Collaborate with physicians, physical therapists, and other care team members to ensure coordinated and effective treatment.
- Educate patients and caregivers on home programs, joint protection, ergonomics, and adaptive strategies.
- Supervise and mentor occupational therapy assistants, technicians, and students.
- Participate in clinic operations, professional development, and community outreach activities.

Required Skills & Competencies

- Strong clinical reasoning and problem-solving abilities.
- Excellent interpersonal and communication skills for effective patient and team interactions.
- Proficiency in therapeutic exercise, manual therapy, splinting, and use of occupational therapy equipment.
- Ability to adapt treatment plans based on patient progress and feedback.
- Strong organizational skills for accurate documentation and time management.
- Commitment to evidence-based practice, lifelong learning, and upholding OrthoLoneStar's values and guiding behaviors.

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Qualifications

- **Education:** Master's degree or higher in Occupational Therapy from an accredited program
- **Experience:** One to two years of upper extremity or hand therapy experience preferred. Outpatient orthopedic or hand therapy experience highly desirable; Certified Hand Therapist (CHT) credential preferred but not required.
- **Language Ability:** Ability to read, analyze, and interpret medical records, therapy protocols, and scientific literature; respond to inquiries from patients, insurance agencies, and regulatory bodies.
- **Math Ability:** Proficient in applying measurements, percentages, ratios, and proportions to treatment planning and splint fabrication.
- **Reasoning Ability:** Capable of identifying problems, analyzing data, and drawing valid conclusions; skilled in interpreting technical instructions.
- **Computer Skills:** Proficiency with Microsoft Office Suite and basic EMR/PM software.
- **Licensure:** Current Occupational Therapy license in Texas, displayed in accordance with the Texas Occupational Therapy Practice Act.
- **Supervisory Responsibilities:** Delegates appropriately and supervises Occupational Therapy Assistants, Technicians, and students per state guidelines.

Working Conditions & Physical Demands

- **Noise Level:** Moderate.
- **Travel:** Primarily works at one clinic but may occasionally travel between locations to provide patient care; travel is not reimbursed.
- **Physical Requirements:** Regularly required to sit, talk, and hear; frequently stand, walk, use hands, bend, stoop, lift up to 50 lbs (frequently) and 70 lbs (occasionally), climb, balance, kneel, crouch, or crawl.
- **Vision Requirements:** Close vision, peripheral vision, and ability to adjust focus; ability to spend 4–5 hours daily in front of a computer

The job duties listed in this job description may not be inclusive of all requirements of this position. Other duties may be assigned by your supervisor through a written request.

I have read the document and understand the requirements for this job description.

Employee Signature

Date

Supervisor/Manager Signature

Date