



CENTER FOR THE VISUALLY IMPAIRED POSITION DESCRIPTION

POSITION TITLE: Occupational Therapist
REPORTS TO: Manager of Low Vision Clinic
DEPARTMENT: Florence Maxwell Low Vision Clinic
STATUS: Salary, 40 hours a week, Exempt

QUALIFICATIONS/COMPENTENCIES:

- Licensed Occupational Therapy, OTR/L and certification as a Low Vision Therapist, CLVT or SCLV or willingness to obtain such certification during the first year of employment
- A minimum of one year occupational therapist work experience
- Home Health experience a plus
- Ability to travel independently
- If driving to and from home visits must provide current motor vehicle insurance
- Access to reliable transportation

MAJOR RESPONSIBILITIES

- Provide Activities of Daily Living instruction, including technology training, to clinic patients and other adult clients.
- Provide occupational therapy services in the Florence Maxwell Low Vision Clinic and satellite clinics
- Provide follow up training in the patients' homes as needed
- Participate in processes for medical billing for occupational therapy

SPECIFIC RESPONSIBILITIES

- Evaluate and develop a treatment plan for adult clients participating in Activities of Daily Living (ADL) services.
- Participate in servicing clients, as needed, in the low vision clinic. For clinic patients, evaluate and develop a treatment plan for client in collaboration with optometrists in Low Vision clinic
- Implement the plan of treatment for clients who continue their services beyond their clinic visit.
- Collaborate with adult services team to serve clients receiving additional O&M or technology services in that department.
- Train and educate Low Vision clients in the use of compensatory strategies and techniques to enhance optimal goal achievement, to include training on optical and non-optical devices
- Schedule and complete follow-up training as indicated
- Participate in community resources to serve patients and promote referrals
- Complete all needed paperwork and documentation of client services in a timely manner, including:
 - I. OT evaluation, Progress note and discharge Summary
 - II. OT Billing form
 - III. Units of Service

- IV. Referral form (as needed)
- V. Assist client with all paperwork needed

- Schedule home visit appointments with patients, as needed
- Act as an advocate for Low Vision patients and their family members/caregivers
- Assist as needed to obtain necessary devices through the VisAbility store
- Maintain an effective knowledge of significant developments and trends in the fields of Low Vision and Blind Rehabilitation through the review of literature, participation in seminars and workshops
- Participate in marketing initiatives as directed
- Provide needed documents on a timely basis and work with credentialing to be credentialed for insurance companies
- Other duties as assigned

PHYSICAL REQUIREMENTS

- Must be able to lift 20 lbs.
- Sitting and or standing for periods of time

Revised July 2017