

# State of Georgia Job Description

**Job Title:** Occupational Therapist  
DRS  
**Job Code:** 71333  
**Last Update:** 10/1/2002  
**Salary Plan:** Statewide Salary  
Plan (SWD)  
**Pay Grade:** 016

**Salary Minimum:** \$37,901.28/yr  
**Market Midpoint:** \$49,663.20/yr  
**Salary Maximum:** \$66,425.52/yr

[Additional Job Statistics...](#) (440)

## Job Description, Responsibilities, Standards, and Qualifications

### **Job Description:**

Under general supervision, provides assistive technology consultation and services to DRS customers (i.e. clients, employers, other agencies) in a specific service delivery area in order to assist people with disabilities to go to work. Serves as a member of an assistive technology team.

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### **Job Responsibilities & Performance Standards:**

#### **1. Provides assistive technology consultation and assessment to DOL customers. (Performed by all incumbents)**

1. Consults with client, rehabilitation counselor, and other assistive technology professionals when necessary to identify potential need for assistive technology or therapy.
2. Consults with employer, account representative, and other assistive technology professionals when necessary to identify potential need for assistive technology or therapy or work site modification for loss prevention.
3. Assists the rehabilitation engineer in determining professionals necessary for the assessment and in facilitating the assessment team.
4. Participates as member of assessment team to evaluate customer capabilities and environment demands to prescribe the appropriate intervention (assistive technology, job restructuring, therapy) for customer to achieve goal.
5. Consults regarding positioning for optimum function and regarding control sites and methods (i.e., switch type and placement) for assistive technology according to established standards and protocol.
6. Advises counselors, account representatives, and other assistive technology professionals regarding treatment plans, therapeutic activities, modalities, and exercises and refers for treatment when necessary according to established protocol.

7. Participates in driver evaluations when necessary to help assess positioning, function, and reduce potential for repetitive stress injuries.

**2. Develops and implements assistive technology plan. Follows-up on plan to meet customer needs. (Performed by all incumbents)**

1. Develops assistive technology, work site modification, or therapy solutions (including alternate solutions) with associated benefits and details.
2. Provides clinical input in the design and modification of assistive technology reflecting functional and ergonomic issues according to industry standards.
3. Provides fitting and initial training on custom assistive technology equipment, modified commercial assistive technology equipment, and commercial assistive technology equipment according to established standards.
4. Follows-up on plan with referral source and customer in a timely manner to ensure solutions provided are effective.
5. Assesses driver capability with vehicle modifications when necessary.
6. Accurately tracks costs and time associated with client specific activities.

**3. Markets assistive technology services to potential customers. (Performed by all incumbents)**

1. Participates in statewide marketing analysis and initiatives according to established goals and objectives.
2. Provides awareness training and novice clinical training in a timely manner to DRS employees and customers regarding occupational therapy, positioning, ergonomics, injury prevention, and assistive technology.
3. Participates in statewide training initiatives for DRS employees or other collaborative agencies according to established goals and objectives.

**4. Maintains knowledge of current trends and developments in the field by reading appropriate books, journals, and other literature and attending related seminars and conferences. Applies pertinent new knowledge to performance of other job responsibilities. (Performed by all incumbents)**

1. Performs information research, applied research, and applied assistive technology development to ensure the technical assistance program team is technically current and solutions are most appropriate.
2. Attends various professional conferences, trade shows, and reads journals to stay abreast of latest technology improvements.
3. Attends internal and external educational programs and professional meetings as available for continuing professional education.
4. Attends regular meetings of available and applicable professional organizations.
5. Reads and evaluates professional literature on continual basis, translates complex or technical information into a format that can be understood by others, and distributes as needed.
6. Incorporates knowledge of pertinent new trends and developments into

section policies and procedures for any related organizational changes.  
7. Attends and participates in department and unit meetings, as scheduled.

**5. Creates and maintains a strong team presence characterized by high performance and results oriented consultation in the area of occupational therapy. (Performed by all incumbents)**

1. Defines goals and/or required results at beginning of team meeting(s) and gains acceptance of ideas by creating a shared vision.
2. Communicates regularly with other team members on progress toward defined goals and/or required results, providing specific feedback when defined goals and/or required results are not met.
3. Confers regularly with other team members to review specific problem areas and actions necessary for improvement.

**6. Participates in statewide and/or regional resource development and continuous quality improvement activities. (Performed by all incumbents)**

1. Participates in statewide efforts to identify and eliminate obstacles to providing assistive technology services or equipment including continuous quality improvement activities.
  2. Assists the assistive technology team in development of regional resources to support assistive technology efforts.
  3. Reports program activities to local supervision and statewide technology assistance coordinator in a timely manner.
  4. Provides clinical assistance to other regional assistive technology professionals as needed.
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**Minimum Qualifications:**

Completion of the academic requirements for an educational program in occupational therapy AND Six (6) months of supervised occupational therapy field work.

Licensure to practice as an Occupational Therapist in the State of Georgia.

**Preferred Qualifications:**

Two (2) years of occupational therapy experience after graduation.