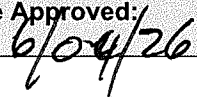


**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: OCCUPATIONAL THERAPIST	
Approved by Chief of Primary Care Services – Dr. Serge Mistivar Signature: 	Date Approved: 

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under direction, to assist with the occupational therapy program of a State developmental center or hospital; and to do other related work.
 - 35% Plans treatment goals for individuals upon referral to Occupational Therapy to maintain or improve motivation, work approach, physical or emotional condition by utilizing recognized therapeutic techniques including promoting acceptable social behavior through the media of industrial arts and handicrafts, teaching self-care activities designed to promote improved mental and physical health, and assisting in planning and supervising the social, recreational, and work activities of individuals.
 - 35% **Provides occupational therapy treatments, observes individuals' reactions and progress, and maintains all appropriate documentation in accordance to Coalinga State Hospital policy and procedures.**
 - 15% Maintains active and supportive communication with individuals and other members of the treatment team regarding process, difficulties, and other issues related to the therapeutic process. Attends Wellness and Recovery Plan (WRP) team conferences and/or provides written input on individuals' progress. Trains and instructs staff in carrying out assigned phases of the therapeutic program and in methods of motivating individuals.
 - 10% Trains and instructs staff in carrying out assigned phases of the therapeutic program and in methods of motivating individuals.
 - 5% **Maintains and orders equipment and supplies used as part of the therapeutic process. Other related duties as required.**
2. **SUPERVISING RECEIVED:**
Chief Physician & Surgeon
3. **SUPERVISION EXERCISED:**
None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Theory and practice of mental and physical rehabilitation of mentally and physically handicapped persons; therapeutic techniques including arts and crafts, prevocational exploration and self-care activities commonly used in occupational therapy work, and skill in their application; basic pathology involved in diseases and injuries resulting in physical and mental handicaps and physical and psychological problems of the handicapped person; child growth and development; construction and use of special equipment.

ABILITY TO: Interpret occupational therapy treatments to staff, relatives, patients, and others; teach others; prepare reports and keep records to be included in case histories; analyze situations accurately and take effective action.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

DIVERSITY, EQUITY, AND INCLUSION: Demonstrate awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:

Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: None

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Construction, use, and/or maintenance of special equipment, i.e. adaptive equipment.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.
7. **TRAINING:**
Training Category – 2 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.
8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

DUTY STATEMENT: OCCUPATIONAL THERAPIST
437-432-8204-001
Approval Date: 05/28/2026
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