



Occupational Therapist Assistant HAT

MISSION of Dynamic Therapy Specialists:

“To Be MORE, Do MORE, and Expect MORE from Ourselves and FOR our Clients”

PURPOSE:

“Be MORE, Do MORE and Expect MORE by making important quality of life changes in the lives of all children.”

VALUABLE FINAL PRODUCT OF OT HAT:

A fully completed plan of care resulting in an educated and satisfied client and family who have experienced important quality of life changes.

SUB-PRODUCTS for the OT HAT:

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| <ul style="list-style-type: none"> ● Well thought out treatment plans ● Planned and completed sessions ● Accurate and updated schedule on EMR ● Accurate and well written SOAP note completed as part of every session ● Accurate charges that are submitted on EMR in timely manner ● Accurately inputted statistics into OMS on a timely basis ● Well written updates completed and submitted to PCC every 3-6 months or as needed ● Achieved short term and long-term goals ● Well written and completed discharge summaries ● Positive Parent Questionnaires/Surveys ● Positive community relations due to naturalistic intervention opportunities ● Educated parents who schedule and arrive according to their POC | <ul style="list-style-type: none"> ● Discharged patient with achieved short- and long-term goals ● Appropriate Internal referrals ● Friends and Family Referrals ● Completed Peer Surveys ● Completed Annual Self Reviews ● Well written and submitted client success stories ● Documented clinical skills improvement via Completed annual continuing education ● Regularly updated Client Relationship and Rapport Documentation ● Well written action plans for weekly statistics ● Productive use of CSWs ● Completed relevant competencies for current stage on leadership ladder ● Productive meetings with Lead OT |
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DYNAMIC

— Therapy Specialists —

STATISTICS:	SUB-STATISTICS:
<ul style="list-style-type: none">• Weekly Visits Seen• Weekly Charges	<ul style="list-style-type: none">• Weekly percent of arrival• Weekly advanced schedule• Discontinuations (dropouts and discharges)• Friends and Family Referrals• Internal Referrals• Call Back Referrals• Number of Positive Parent Questionnaires• Timeliness of short-term goals met• Number of client progress stories submitted

SKILLS

- Positive outlook
- Confident and outgoing
- Strong ability to start and foster relationships
- Attention to detail
- Strong ability to follow through on tasks
- Creative approach
- Strong drive to meet goals
- Effective and efficient problem solver
- Demonstrate excellent attendance
- Demonstrate excellent punctuality – arrive on time and prepared
- Flexible with the ability to adapt quickly to change
- Good organizational skills
- Proficient computer skills
- Proficient reflex integration skills per competencies
- Demonstrate strong responsibility and professionalism
- Enjoy working with children and their families
- Enjoy working in a fast-paced environment with high expectations
- Demonstrate a strong desire to learn and advance skill set
- Pushes potential of self and others
- Strong ability to think outside the box and appropriately consider nontraditional approaches
- Effective communicator both with families and leadership
- Encouraging team member who boosts clinic moral and avoids potential work-place drama



DUTIES AND RESPONSIBILITIES:

<ul style="list-style-type: none"> ● Participate in any task that is in-line with the mission of DTS ● Licensed in the state of LA and nationally certified with AOTA ● Completed CEUs as required for state and national licensure as well as per DTS core values ● Always maintain updated EMR system including uploading appropriate documentation. ● Document each session as part of treatment time. ● Educate all families regarding cancel/reschedule policy and reschedule all canceled appointments to ensure treatment plan is adequately addressed. ● Submit and accurately track Incentive Log, PTO/Dynamic PTO, and Continuing Education Requests ● Communicate to leadership when support is wanted or needed ● Submit payroll information in a timely manner and personally track and report any discrepancies immediately ● Educate caregivers and regularly monitor home programming for all clients ● Communicate No-Show to Front Desk and follow No Show Call Back Procedures ● Prepare data ahead of time for productive meetings with Lead 	<ul style="list-style-type: none"> ● Complete CSWs productively ● Maintain required professional Liability Insurance ● Respond to all DTS emails within 24 hours, communicate with primary caregiver including completing quarterly update meetings and providing weekly notes per session. ● Regularly document and update client relationship and rapport information. ● Maintain clean, sanitized, and organized workspace so that anyone can walk in and use that space if left unattended. ● Attend all DTS meetings (weekly and quarterly) unless otherwise discussed ● Attend DTS team building events including DTS annual retreat ● Update and maintain all paperwork necessary for school visits, licensure, etc. ● Input weekly statistics and engage in self-analysis including creating weekly action plans. ● Participate in student clinician training ● Actively participate in marketing efforts of DTS ● Create training product (in-service, handout, etc.) for all CEUs completed ● Participate in regular in-house training aimed at improving overall communication and leadership abilities ● Complete all necessary competency checklists for current stage ● Manage daycare/school/off site scheduling ● Participate in naturalistic intervention by going into schools, daycares, camps, etc.
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BONUS:

- Weekly stats hit
- Individualized monthly goals hit
- Collaborative parent satisfaction goals hit

SUPERVISOR:

OT LEAD (1) –Grace Ferrara

LEADERSHIP:

Clinical Director- Stacy Levy