



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 3135

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**DIRECTOR OF OCCUPATIONAL THERAPY**

GRADE O

**SCOPE OF WORK**

Work involves the management of an Occupational Therapy Unit within a hospital or institutional setting. The main functions are to evaluate and direct the treatment of resident clients to upgrade their independent living, work/education, and leisure skills.

**DUTIES PERFORMED:**

- Plan, direct and coordinate an occupational therapy program to facilitate rehabilitation of mentally, physically or emotionally disabled residents or patients.
- Develop policies and procedures to comply with regulations.
- Manage personnel in Occupational Therapy Services in the delivery of state-of-the-art services to residents or patients at the Developmental Center.
- Direct, supervise, and actively participate in therapy evaluation and treatment programs.
- Develop standards for performance of work by subordinates.
- Prepare and maintain departmental budget.
- Coordinate the occupational therapy program with other habilitation/training programs.
- Complete quality assurance programs to ensure compliance with approved goals and objectives.
- Plan and conduct lectures and training programs on occupational therapy techniques and objectives.
- Provide experience and opportunities for occupational therapy students to promote education and training in the field of developmental disabilities.
- Oversee outreach programs to enhance services to individuals.
- Manage the operational functions of the unit based on the needs of the clientele.
- Assure safety for all employees and clients within the unit.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires licensure as an Occupational Therapist in the State of North Dakota and two years of experience in occupational therapy practice.

Eff. Date: 07/85

Rev: 01/97 – Pay grade exception assigned

Rev: 11/98 – Updated class description format; reviewed pay grade exception and raised one grade

Rev: 07/03 – Pay grade exception reviewed and changed from grade 13 to grade 14

Rev: 08/08 – Class evaluation revised, pay grade exception reviewed with no change in grade warranted; no longer pay grade exception

Rev: 07/12 – Conversion to Hay System