

**1. CHIEF OCCUPATION THERAPIST/CHIEF ASSISTANT OCCUPATIONAL THERAPIST - JG 'M' – 3 POSTS**

**Duties and Responsibilities**

- Assessing formulating and implementing patient's treatment plan.
- Carrying out functional and vocational assessments and formulate necessary interventions.
- Maintaining records and data relating to patients.
- Occupational therapy health education materials.
- Promoting health education in the area of disability.
- Following up on patient's progress.
- Compiling and analyzing data for research.
- Inducting students on practical training on occupational therapy services.
- Compiling periodic reports

**Requirements for Appointment (Diploma holders)**

- Served in the grade of Senior Assistant Occupational Therapist for minimum period of three (3) years;
- Diploma in Occupational Therapy from a recognized institution;
- Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- Certificate in Computer application Skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

**Requirements for Appointment (Degree holders)**

- Served in the grade of Chief Occupational Therapist for a minimum period of three (3) years;
- Bachelor's degree in Occupational Therapy from a recognized institution;
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution ; and
- Shown merit and ability as reflected in work performance and results