

**PRINCIPAL OCCUPATION THERAPIST /PRINCIPAL ASSISTANT
OCCUPATIONAL THERAPIST - JG 'N' – 1 POST**

Duties and responsibilities

- Assessing, formulating and implementing patients treatment plan;
- Carrying out vocational assessments and recommending appropriate placement;
- Maintaining up-to-date records;
- Keeping information relating to patients/clients;
- Preparing occupational therapy health education materials;
- Following up on patients progress;
- Analyzing data for research;
- Inducting students on practical training on occupational therapy services;
- Preparing and compiling periodic reports;
- Evaluating occupational therapy activities in the area of deployment.

Requirements for Appointment (Diploma holders)

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