



OCCUPATIONAL THERAPY ASSISTANT JOB DESCRIPTION

Job Summary:

Occupational Therapy Assistants provide rehabilitative services to people with mental, emotional, physical, or developmental impairments. They work under the supervision of an Occupational Therapist to assist with patient treatment programs. The Occupational Therapy Assistant helps patients to regain daily living skills.

Qualifications:

- Education: Graduate of an associate degree or certificate program. State Certification as an Occupational Therapy Assistant as required by state
- Experience: One year full time experience as an Occupational Therapy Assistant
- Certification: Current CPR/BLS Certification

Duties and Responsibilities

The Occupational Therapy Assistant is expected to practice safe and ethical care within his/her scope as defined by the State Regulatory Agency under the direction of an Occupational Therapist. The Occupational Therapy Assistant should understand his/her own limitations, seeking advice and assistance when necessary. Specific duties may include, but are not limited to the following:

- Supporting clients to help them progress towards the targets agreed with the OT and reporting back on their progress
- Conducting simple needs assessments
- Conducting initial interviews with patients or caretakers to obtain information and reporting back to the occupational therapist
- Carrying out observations, e.g. how a patient copes with daily living functions
- Teach patients how to use and care for orthotic, prosthetic devices and other assistive apparatus
- Make minor repairs to therapeutic equipment
- Leading group activities
- Updating patient records
- Serves as a liaison with nursing staff and social services.
- Cooperates with other personnel to achieve departmental objectives and maintain good employee relations with interdepartmental personnel
- Accurately report patient status to supervisor
- Utilize resources and materials in an efficient and safe manner
- Consistently practice universal precautions
- Performs all duties promptly in a competent and caring manner
- Present a neat appearance and dress in compliance with the client facilities' policies

- While on assignment, the Occupational Therapy Assistant is responsible and accountable to their assigned patients and to the client institution. The Occupational Therapy Assistant is under the direct supervision of the Occupational Therapist or other assigned personnel and must have the ability to follow directions/instruction from his/her supervisor.

Essential Functions:

- Ability to communicate effectively both verbally and in writing
- Participates in continuing education and learning experiences to enhance and maintain current knowledge and skills for continued competence
- Perform all duties using proper body mechanics
- Frequently move/lift between 50-100 pounds, depending on assignment requirements
- Stand for long periods with frequent squatting, twisting, bending, kneeling and reaching to prepare equipment, materials or objects in order to provide patient care or maintain the patient environment
- Sensory requirements include speech for communication and vision, smell, touch and hearing to assess patient status.
- Problem solving skills
- Manual dexterity and fine motor coordination
- Ability to work in a stressful environment
- Consistent attendance is required to assure that the client facilities' needs and patient needs are met.
- To comply with all client facilities' policies, procedures and practices
- To comply with all client policies and to uphold our standards of excellence while on assignment at our client facilities.

Working Conditions:

The Occupational Therapy Assistant must understand and accept the possibility of exposure to inside environmental conditions, such as noise, infectious/communicable diseases, blood and bloodborne diseases, chemicals and/or chemical fumes, odors, gases and dusts. There is also the possibility of physical injury/verbal abuse from an out of control patient and/or visitor. Frequent exposures to distressed patients, families or visitors.
