

Career Service Authority
Occupational Therapy Assistant

Revised Date / /
Revised By Patricia Anderson
FLSA Code Non-Exempt
Est. Date 09/16/95

General Statement of Duties

Assists the Occupational Therapist and independently administers the treatment plan to patients to restore functions and prevent disability following disease, injury or loss of body parts.

Job Responsibilities and Knowledge, Skill, and Ability Requirements

1. Assists the Occupational Therapist with providing therapeutic intervention individually or in groups to patients with physical problems which includes cognitive assessment and retraining, fabrication of splints and adaptive equipment, household safety, cooking assessments and modifications of all activities of daily living.
 - *Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.*
 - *Skill in communicating and presenting factual information related to the work assignment.*
 - *Skill in assisting professional staff with therapy, treatment and other procedures related to the work assignment.*
2. Performs a variety of modalities including ultrasound, electrical and iontophoresis stimulation, hot packs, cold packs, ice massage, sensory assessment techniques and functional usage skills.
 - *Knowledge of therapeutic principles and practices sufficient to be able to treat persons with physical disabilities.*
3. Gives whirlpool and contrast baths as required and applies moist packs to reduce inflammation.
 - *Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment.*

- *Skill in assisting patients/clients with contrast baths and in the whirlpool to ensure full benefit is obtained.*
- 4. Directs and aids patients in active and passive exercises, muscle re-education and functional training using pulleys, weights, steps and inclined surfaces.
 - *Knowledge of various therapeutic techniques, exercises and functional training specific to patients/clients sufficient to be able to direct and aid patients/clients in an exercise regime.*
- 5. Provides patients and/or families instruction concerning the nature and functional implications of patient care and how to utilize community services and resources.
 - *Knowledge of community services and resources sufficient to be able to provide patients/clients with alternative resources to meet basic human needs.*
 - *Skill in communication and presenting factual information related to the work assignment.*
- 6. Records and reports patient progress for review by other members of the rehabilitation team.
 - *Skill in keeping records and preparing correspondence related to the work assignment.*
- 7. Maintains established departmental policies and procedures, quality improvement, safety and environmental and infection control standards.
 - *Knowledge of departmental policies, procedures, objectives, safety and infection control standards sufficient to be able to maintain the expected level of efficiency.*
- 8. Some positions may assist in program development as assigned.
 - *Skill in communicating and presenting factual information related to the work assignment.*
 - *Knowledge of therapeutic principles and practices sufficient to be able to treat persons with physical disabilities.*
- 9. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

May perform lead work as required.

Guidance and Decision Making

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee is primarily concerned with the application of standardized practices. Decision or recommendations on non standardized situations are limited to relating organizational policies to specific cases. Problems which are not covered by guidelines or are without precedent are taken up with the supervisor. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Physical Demands

Balancing: Maintaining body equilibrium to prevent falling over.
Crouching: bending body downward and forward by bending legs
Eye/hand/foot coordination: performing work through using two or more.
Feeling: Perceiving attributes of objects by means of skin receptors.
Handling: seizing, holding, grasping, or otherwise working with hands.
Hearing: perceiving the nature of sounds by the ear.
Kneeling: bending legs to come to rest on one or both knees.
Pushing: exerting force upon an object so that the object is away.
Reaching: extending the hand(s) and arm(s) in any direction.
Repetitive motions: making frequent movements with a part of the body.
Standing: Remaining on one's feet in an upright position.
Stooping: being the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Walking: moving about on foot.

Physical Strength

Lifting: Raising or lowering an object more than 50 pounds.

Vision Requirements

Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.
Depth Perception: ability to judge distances and space relationships.
Far Acuity: ability to see clearly at 20 feet or more.
Field of vision: ability to see peripherally.
Near Acuity: ability to see clearly at 20 inches or less.

Mental Demands

Memorization
Oral Comprehension
Spatial Orientation

Written Comprehension

Environmental Conditions

Wet: frequent contact with water or other liquid.

Working Conditions

Contact with patients under wide variety of circumstance (corpse)
Exposed to infections and contagious disease.
Exposed to odors in kitchen and/or patient areas.
Exposed to patient elements.
Exposed to risk of blood borne diseases.
Exposed to unpleasant elements (accidents, injuries and illness)
Exposed to unpleasant patient or unit elements.
Subject to many interruptions
Subject to varying and unpredictable situations.

Minimum Education

Completion of an accredited Occupational Therapy Assistant program with certification acquired by the end of probation.

Minimum Experience

None.