

**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT
JOB DESCRIPTION**

DEPARTMENT: Clinical

REPORTS TO: Occupational Therapist
Director of Rehab

POSITION PURPOSE: To assist in providing appropriate aspects of quality patient care under the supervision of licensed therapists.

KEY RESPONSIBILITIES:

- Implements and executes an established patient treatment plan under the supervision of a licensed Occupational Therapist.
- Communicates with patient, families, referring physicians, and other members of the team.
- Provides timely written documentation per facility and department requirements.
- Develops and enhances clinical and professional skills through knowledge and professional association.
- Provides timely written documentation as required by insurance provider to meet licensing, certification, regulatory, reimbursement requirements.
- Supports and participates in department operations and development.
- Reports any changes in patient status or needs to supervising therapist on a timely basis.

ASSOCIATED RESPONSIBILITIES:

- Prepares and submits patient charges accurately to provide appropriate billing information.
- Meets or exceeds the productivity standards as established with Supervisor.
- Uses professional judgment to ensure safety of self, patients, and others at all times.
- Achieves quality patient care through interdisciplinary communication.
- Attends required meetings as designed by the Director of Rehab and/or Supervisor.
- Effectively communicates with therapists concerning patients' response to treatment plan.
- Provides constructive feedback to rehab aides.
- Attends in-services, training sessions or other educational presentations.
- Coordinates treatment goals with other team members.
- Maintains valid licensure, certification or equivalent as requested by appropriate state agency.
- Maintains awareness of patient and community needs, conditions, and programs.

QUALIFICATIONS:

- Graduate of an approved Occupational Therapy Assistant curriculum.
- Able to practice unencumbered.
- In good standing with all regulatory agencies and licensing boards.
- Working knowledge of Medicare and other payer sources.
- Full knowledge of resident's rights.
- Exudes professionalism in presentation.
- Ability to multitask.
- Must be able to read, write, speak, understand, and communicate in English.
- CPR certification.

PHYSICAL REQUIREMENTS:

- Must be able to move intermittently throughout the workday.
- Must be able to lift over 100 pounds with assistance according to the resident's abilities.
- Must be able to sit and walk for extended periods of time.
- Must be able to travel to reach assigned destination in a reasonable time frame.
- Must be able to bend, squat, push, stoop, and pull as needed especially in fulfilling patient care activities.
- Must be able to meet the general health requirements set forth by the policies of this facility, including undergoing physical examination.