

ORANGE COUNTY CLASS SPECIFICATION

TITLE: OCCUPATIONAL THERAPY AIDE **GRADE:** 3

TITLE ABBREVIATION: OCCUP THERP AIDE **TITLE NO.:** 6483

JURIS.CL: L **SALARY CODE:** 08 **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:**

SUPERVISOR'S TITLE: OCCUPATIONAL THERAPY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing support assistance of a non-professional nature to an Occupational Therapist and/or Occupational Therapy Assistant at the Residential Health Care Facility and the performance of routine tasks associated with the Occupational Therapy program. The work is carried out under direct supervision in accordance with established policies and procedures and requires strict confidentiality in the maintenance of resident, facility and physician related information. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prepares residents for treatment and transports or accompanies them to treatment areas;
2. Assists residents in activities of maintenance programs as assigned by Occupational Therapist or Occupational Therapy Assistant;
3. Assists residents in carrying out their maintenance programs;
4. Assists the therapist in helping residents with exercise movements or in changing positions during treatment;
5. Assists the therapist in helping residents with restorative, rehabilitative and occupational therapy treatments;
6. Maintains daily schedule of residents' appointments and makes appropriate changes as directed;

7. Maintains a current list of adaptive equipment and assignment of same to residents;
8. Cleans and makes simple repairs to equipment used in occupational therapy treatments;
9. Keeps daily attendance of residents at clinics and prepares monthly report;
10. Maintains inventory of all supplies and equipment used in performance of functional and maintenance activities in clinics and alerts Occupational Therapy Assistant of pending shortages;
11. Cleans equipment after use in clinics and tidies up working areas;
12. Assists with residents' feeding program assuring residents are supplied with necessary equipment;
13. Participates in feeding residents as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the principles, objectives, and techniques of occupational therapy treatments; knowledge of the operation, care and storage of apparatus and equipment used in the occupational therapy program; ability to understand written and oral instructions; ability to relate to geriatric residents who have serious physical problems; ability to motivate and encourage residents to continue with maintenance regimes; emotional maturity; patience; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION: None are required.

ADOPTED: March 12, 1982
FORMAT CHANGE: 5/7/86
REVISED: 2/14/90
REVISED: 5/28/97 kmg
REVISED: 7/19/99 kmg
REVISED: 8/30/00 kmg
REVISED: 12/07/06 dmc
EEO CODE UPDATE: 7/19/12