

ORANGE COUNTY CLASS SPECIFICATION

TITLE: OCCUPATIONAL THERAPY ASSISTANT **GRADE:** 10

TITLE ABBREVIATION: OCCUP THERP ASST **TITLE NO.:** 6471

JURIS.CL: C **SALARY CODE:** 08 **UNIT:** **EEO CODE:** TE **FLSA CODE:** NE

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

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting an Occupational Therapist in the application of treatment procedures. The work is performed under the direction of a Registered Occupational Therapist who evaluates the resident, develops the treatment plan and designates treatment procedures to be followed. Resident progress and observations are reported to the Occupational Therapist who modifies the treatment to promote maximum rehabilitative and restorative measures. Work is performed in accordance with established policies and procedures and requires strict confidentiality in the maintenance of resident, facility and physician related information. Supervision may be exercised over the work of Occupational Therapy Aides. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Carries out occupational therapy procedures by working with residents individually or in groups to provide treatment of an illness or disability and training in the activities of daily living;
2. Confers periodically with an Occupational Therapist regarding all facets of resident care and related activities;
3. Fabricates and apply splints and assisting devices as directed, trains residents in self-care activities, and uses varied media to improve their physical or mental functioning;
4. Participates with other facility personnel in the formulation of residents' total health care plans;
5. Supervises Occupational Therapy Aides as directed;
6. Observes, records and reports residents' reactions to occupational therapy treatments and programs;

7. Prepares and maintains records of treatment including accurate billing information on a daily basis;
8. Provides for and observes safety precautions during all phases of therapy;
9. Inventories, cleans, stores and maintains supplies and equipment;
10. Participates in resident feeding program as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, techniques and terminology of occupational therapy treatment procedures; good knowledge of occupational therapy materials and equipment and the appropriate application to a variety of resident disabilities; ability to observe, record and report residents' responses to treatment; ability to work effectively with the aged, ill and disabled; ability to plan and supervise the work of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Must possess and maintain a current registration certificate as an Occupational Therapy Assistant from the New York State Education Department.

ADOPTED: 10/5/79
FORMAT CHANGE: 5/8/86
REVISED: 9/9/86
REVISED: 2/26/90
REVISED: 5/28/97 kmg
REVISED: 7/6/00 kmg
REVISED: 1/17/01 kmg
REVISED: 5/4/01 kmg
EEO CODE UPDATE: 7/19/12