

## OCCUPATIONAL THERAPY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a licensed Occupational Therapist, an incumbent of this position is responsible for closely assisting the professional Occupational Therapist in the functional treatment, maintenance and supportive programs at the Westchester County Medical Center and documenting information in client records. This level differs from that of Senior Occupational Therapy Assistant in that the Occupational Therapy Assistant is not required to plan and administer the maintenance and supportive programs. The Occupational Therapy Assistant assists with the non-technical aspects of the Occupational Therapy program, such as the instruction of patients in handicrafts. Supervision is not a regular responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares patients for activities involved in functional and kinetic treatment programs as determined by professional Occupational Therapist;

Assists the Occupational Therapist in the execution of functional and kinetic treatment programs;

Assists the Occupational Therapist in the evaluation of clients daily living skills and capacities to determine the extent of abilities and limitations;

Assists in the determination of each patient's interests, physical ability and mental alertness;

Assists in the selection of appropriate activities for each patient;

Assists in carrying out general activity programs for individuals or groups;

Instructs patients in various arts and crafts based upon their functional ability on a maintenance or supportive basis;

Instructs patients in the activities of daily living (dressing, grooming, bathing, self-eating) in order to maintain functional abilities;

Encourages and motivates patients to participate in the program;

Records notes on each patient's progress in occupational therapy activities;

Reports information and observations to the Occupational Therapists;

Prepares work materials;

Confers with the Occupational Therapist on all matters dealing with questions, problems, and progress relating to any occupational therapy programs;

Maintains occupational therapy area and equipment;

EXAMPLES OF WORK: (Cont'd)

Assists in the ordering of supplies;

Assists in instructing the patient and the patient's family in home programs as well as care and use of adaptive equipment;

Assists with the fabrication of splints and other adaptive equipment fitted by the Senior/Supervising/Chief Occupational Therapist;

Assists in the utilization of volunteers as required;

Attends staff conferences.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the theory and techniques of occupational therapy; good knowledge of handicrafts and art work and equipment used in such crafts, as they pertain to the field of occupational therapy; ability to determine a patient's functional ability; ability to meet and work with people effectively; ability to motivate people; ability to record observations and data; ability to write appropriate progress notes; ability to instruct and direct patients in their daily activities; manual dexterity; good judgment; emotional stability and maturity; resourcefulness; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Must possess certification and current registration, issued by the New York State Education Department, as an Occupational Therapy Assistant.