

SENIOR OCCUPATIONAL THERAPY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a licensed Occupational Therapist, an incumbent in this class is responsible for assisting in the planning, implementation, and administration of the occupational therapy maintenance and supportive programs for physically, developmentally or emotionally handicapped or injured clients at the Westchester Medical Center. Responsibilities include conferring with Occupational Therapists to determine the type of activity based upon the patient's medical, interest, physical and/or mental limitations, and assisting the Occupational Therapist in the functional treatment program of acutely ill patients. This level differs from that of Occupational Therapy Assistant in that the Sr. level serves as clinical instructor for student participation programs and participates in program development. In addition, responsibility of the Sr. level may include assignment of more complex cases. Supervision may be exercised over a small number of Occupational Therapy Assistants and Aides. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and implements the supportive (psychological support) occupational therapy program including determining patient's interests, organizing details of the program and following through on program plans;

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

Evaluates and records notes on each patient's progress in occupational therapy activities;

Assists the Occupational Therapist in planning and implementing programs utilizing activities selected to restore, reinforce, and enhance task performance, diminish or correct pathology and to promote and maintain health;

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

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

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

Designs and adapts equipment and work-living environment;

Assists the Occupational Therapist with the fabrication of splints and other adaptive equipment;

Confers with the Occupational Therapist to determine activity type based upon the patient's medical, interest, physical and/or mental limitations;

EXAMPLES OF WORK (Continued):

Assists the Occupational Therapist in the functional treatment of acutely ill patients;

Assists the Occupational Therapist in the determination of supplies and equipment necessary for given activities/programs;

Sets up schedules of patients to be seen;

Encourages and motivates patients to participate in the program(s);

Carries out general activity program(s) for individuals or groups;

Reports information and observations to the supervisor;

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

Prepares work materials;

Maintains occupational therapy area and equipment;

Confers with the Occupational Therapist on all matters dealing with questions, problems, and progress in connection with any occupational therapy program(s);

Assists the patient in developing socio-functional living skills;

Assists in the utilization of volunteers and students, as required;

Attends staff conferences;

May supervise the work of a small number of Occupational Therapy Assistants and Aides;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e., incidental vs. extensive);

May perform other incidental tasks, as needed.

FULL PERFORMANCE 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 plan and implement a supportive occupational therapy program; ability to determine a patient's functional abilities and limitations; ability to plan and supervise the work of others; 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 demands 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, and have two years of paid experience as a Certified Occupational Therapy Assistant.

NOTE: Employees are required to maintain valid licensure and current registration as required by the minimum qualifications throughout employment in this title.