

**JOB DESCRIPTION:**  
**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**



**Job Summary:**

The occupational therapy assistant is a qualified person who provides occupational therapy services to patients in the home under the supervision of a licensed occupational therapist.

**Qualifications:** (Preferred unless required by law)

- Graduate of an occupational therapy assistant program with curriculum approved by the American Occupational Therapy Association and the Council of Medical Education and Hospitals of the AMA
- OR, is eligible for the National Registration Examination of the American Occupational Therapy Assistant Association
- Preferably two years experience as an occupational therapy assistant
- Licensed and/or registered by the state, if required

**Responsibilities:**

- Assists the occupational therapist in evaluations of the level of function of the patient.
- Prepares clinical and progress notes.
- Helps develop the plan of treatment (revising as necessary).
- Advises and consults with the family and other agency personnel.
- Observes, records, and reports any changes in the patient's condition.
- Educates the patient/family and agency personnel in use of equipment and home therapy programs.
- Assists with the rehabilitation of patients according to the plan of care.
- Participates in case conferences and in-services.
- Communicates effectively with all providing care.
- Ensures quality care.
- Confirms on a weekly basis the scheduling of visits with the occupational therapist to coordinate necessary visits with other personnel.
- The occupational therapy assistant is responsible for notifying the occupational therapist of absences due to illness, emergency leave, normal vacation or professional meetings that may affect service to the agency and the occupational therapist.

**Special Requirements:**

Must have a car with required insurance coverage and a State driver's license.

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**Functional Abilities:**

- Must be able to read 12 point or larger type.
- Must be able to hear and speak in a manner understood by most people.
- Must be able to stoop and bend.
- Must be able to lift and carry effectively so as to be able to perform the above-listed functions.
- Must be able to travel to prospective patients' residences.
- Must be able to carry equipment weighing up to 10 lbs. up and down stairs.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_