

Code: 5255

Title: OCCUPATIONAL THERAPY ASSISTANT (O.T.A.)

SUMMARY: Under the direction of a certified/licensed Occupational Therapist or doctor of medicine or osteopathy (M.D./ D.O.), provides occupational therapy programs to help individual patients/clients develop, recover and/or maintain daily living and work skills, based upon individual needs, in concert with health-care providers, care facility staff and patient/client family members or guardians.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Conducts planned therapeutic activities for individuals and groups, using diverse media and activities, e.g., arts and crafts, music, physical activities and vocationally-oriented tasks;
Conducts individual and group training in daily living and work skills;
Coordinates individual occupational therapy plans with appropriate health-care providers, care facility staff and patient/client family members;
Teaches patients/clients the individual skills and techniques required for participation in therapeutic activities;
Coordinates the development and/or provision of special assistive devices, tools and related equipment to assist patients/clients in meeting therapeutic goals;
Maintains comprehensive records of patient/client assessments, therapeutic plans and progress notes;
Prepares materials and assembles, cleans and maintains equipment used during therapeutic activities;
Maintains confidentiality of patient/client information created or encountered in performance of assigned duties;
Participates in utilization review conferences and meetings with health-care providers and care facility professional and paraprofessional staff;
Consults with patient/client family members or guardians to provide progress reports and enlist their support in advancing the patient/client therapeutic goals.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, techniques and practices of occupational therapies;
- human anatomy, physiology and psychology relative to the provision of occupational therapy;
- rehabilitative objectives in treatment and motivation of patients/clients;
- diverse programs and activities which will facilitate occupational therapy programs, e.g., arts and crafts, music, physical and mental activities and vocationally-oriented tasks;
- medical, legal, facility and program requirements for the conduct and documentation of occupational therapy activities;
- care-facility and medical protocols for the treatment of patients/clients.

Skill in:

- conducting individualized patient/client therapeutic programs, in concert with health-care providers and care facility staff;
- motivating patients/clients to achieve therapeutic program goals;
- maintaining comprehensive treatment records for assigned patients/clients;
- communicating effectively with patients, clients, health-care providers, care-facility staff and patient/client family members or guardians;
- coordinating the development and/or procurement of needed assistive devices to facilitate therapeutic goals;
- maintaining therapeutic equipment;
- maintaining confidentiality of patient/client information created or encountered in performance of assigned duties.

MINIMUM QUALIFICATIONS:

Current certification as an Occupational Therapy Assistant (O.T.A.; C.O.T.A; C.O.T.A./L.) by the Board of Registry of the American Occupational Therapy Association.

OTHER REQUIREMENTS:

Licenses and Certificates: At the time of appointment, employee must hold a current license issued by the State of Arizona to practice as an Occupational Therapy Assistant, per ARS 32-3441. Employee must maintain a current license as an Occupational Therapy Assistant as a condition of employment; failure to maintain a current license shall be grounds for termination. Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines, Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided. Some positions may require fluency in English and a second language, as determined by the Appointing Authority.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

09/05/00^(fn)
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