

**ELEMENT CARE**

**TITLE:** Certified Occupational Therapy Assistant

**UPDATED:** 8-11-2020

**JOB FUNCTION:** Rehab

**FLSA STATUS:** Non-exempt

**GENERAL SUMMARY:**

Incumbent assists the Occupational Therapist by carrying out established individual treatment plans with the participants and by documenting noted progress in the appropriate medical records.

**Essential Responsibilities:**

- Assists the OTR in coordinating all Rehab services as they relate to direct patient care.
- Provides direct supervision to Rehab Aides and delegates responsibilities as appropriate.
- Provides strong leadership for staff and works with the OTR in resolving staff issue and concerns in a timely manner.
- Assists the OTR in developing and implementing policies and procedures.
- Records required documentation, including daily statistical data, per PACE protocol.
- Participates in the process of customer service from the Rehab perspective.
- Prepares for and participates in pre-enrollment care planning, debriefing, staff meetings, and discharge planning. Attends family meetings as necessary.
- Implements appropriate interventions at ADH or participant's home as developed by the OTR.
- Assists with home safety evaluations as requested by OTR.
- Teaches, supervises, and counsels the participant and family regarding occupational therapy treatment.
- Triage episodic complaints and refers to MD/NP or RNs and OTR as needed.
- Ability to pass a fit test. Position requires mask where seal is critical. Incumbent is required to not have facial hair that interferes with a tight seal of the respirator.
- Frequent local travel.
- Performs other duties as assigned.

**JOB SPECIFICATION:**

- Must have successfully completed an O. T. A. curriculum approved by the Accreditation Council for Occupational Therapy Education, Inc. with a minimum of an Associate's Degree.
- Maintain current Occupational Therapy Assistant licensure in the Commonwealth of Massachusetts
- Maintain Current CPR Certification
- Minimum of 1 – 2 years of experience working with a geriatric population.
- Ability to convey information clearly and succinctly with all employees, so that relevant information is communicated appropriately and in a timely manner.
- Ability to work within a team concept and to be considerate of co-workers and colleagues.
- Ability to pay attention to detail, to be a self-starter, and to complete tasks on time.
- Ability to be able to quickly recognize situations/problems before they become acute, and to be able to implement effective solutions and understand consequences.

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Name printed

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Signature

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Date