

OCCUPATIONAL THERAPY AIDE

Code No.: 4-08-044
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a non-technical position assisting rehabilitation restorative regime and general operation of the occupational therapy program. Incumbents may also carry out routine departmental housekeeping and helper tasks as assigned. The employee reports directly to and works under the instruction and supervision of an Occupational Therapist or an Occupational Therapy Assistant. Incumbents receive on-the-job training in routine occupational therapy related duties. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists residents/patients in carrying out restorative regimes as prepared by an Occupational Therapist;

Prepares and sets up materials and equipment for occupational therapy treatment purposes;

Observes residents/patients and informs an Occupational Therapist or Occupational Therapy Assistant of any changes in response to treatment;

Assists in ordering and maintaining an inventory of supplies;

Prepares residents/patients for treatment and transports or accompanies them to treatment areas;

Maintains clean and orderly treatment area;

Cleans, repairs and stores occupational therapy equipment and supplies;

Attends treatment team meetings as required;

Prepares simple records and reports as required;

Performs departmental responsibilities such as, but not limited to, mail retrieval and distribution, copying, filing, recording referrals, QI data collection, ordering laundry, assisting with catering requisitions, assisting with working in group setting with residents/patients along with Occupational Therapist;

Assists in performing various routine clerical tasks;

Assists in transportation of residents/patients between therapies and/or rooms;

Assists in making adaptive equipment for patients.

WHEN ASSIGNED TO MONROE COMMUNITY HOSPITAL:

Assists residents/patients in performing and maintaining skills needed for activities of daily living, such as bathing, showering, or toilet and incontinence care needs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of and ability to demonstrate proper body mechanics while assisting patients; working knowledge of the basic principles and terminology related to the occupational therapy program; working knowledge of the operation and maintenance of apparatus and equipment used in the occupational therapy program; ability to work with ill, aged and physically impaired persons; ability to observe and

communicate residents'/patients' responses to treatment; ability to prepare and maintain simple non-medical forms and reports; ability to establish and maintain effective working relationships; ability to communicate instructions to patients effectively; ability to follow oral and written instructions; ability to work with minimum supervision; sufficient physical strength to lift and support adult residents/patients; patience; sensitivity; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) One (1) year of full-time or its part-time equivalent paid experience in a patient contact field in an occupational therapy setting, OR;
- (B) Two (2) years of full-time or its part-time equivalent paid experience in direct patient care, such as nursing assistant, nurses aide, etc., in a rehabilitative setting, OR;
- (C) Completion of thirty (30) semester credit hours toward a degree in Occupational Therapy or closely related field, OR;
- (D) Certification by New York State Education department as an Occupational Therapy Assistant, OR;
- (E) Any equivalent combination of training and experience as described by the limits of (A), (B), (C), and (D) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

- REVISED:** August 14, 1980
- REVISED:** May 24, 1984
- REVISED:** January 11, 1996
- REVISED:** April 8, 2004
- REVISED:** January 5, 2023