

## **OCCUPATIONAL THERAPY ASSISTANT**

Code No.: 3-08-125  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a skilled paraprofessional position responsible for applying occupational therapy treatments, implemented with plans developed by an Occupational Therapist, to patients\* or for assisting an Occupational Therapist in the application of treatment procedures in a health care setting, school district or other facility. Duties involve monitoring patient progress and reporting observations to the Occupational Therapist who modifies the treatment in conjunction with the Occupational Therapy Assistant to promote maximum rehabilitative and restorative measures. The employee reports directly to, and works under the general supervision of an Occupational Therapist or other higher level staff member. General supervision may be exercised over Occupational Therapy Aides. Does related work as required.

\*The term "patient" should be changed to "resident" when position is located at a health care related facility.

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

Carries out occupational therapy procedures by working with patients individually or in groups to provide treatment of an illness or disability and training in the activities of daily living;

Confers periodically with an Occupational Therapist regarding all facets of patient care and related activities;

Sets up and prepares occupational therapy treatment apparatus;

Participates with facility personnel in the formulation of patients' total health care plans;

Observes, records, and reports patients' reactions to occupational therapy treatments and programs;

Prepares and maintains records of treatments;

Provides for and observes safety precautions during all phases of therapy;

Assists with inventorying, cleaning, storing, and maintaining supplies and equipment;

Fabricates and applies splints and assistive devices, trains patients in self-care activities, and uses varied media to improve their physical or mental functioning.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, techniques, and terminology of occupational therapy treatment procedures; good knowledge of occupational therapy materials and equipment and their appropriate application to a variety of patient disabilities; ability to observe, record, and report patients' responses to treatment; ability to work effectively with the aged, ill and disabled; ability to plan and supervise the work of others; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Certification by New York State Education Department as an Occupational Therapy Assistant\*\*.

\*\*Modification of State Standard agreed to by Municipal Service Division and State Health Department, July, 1976. Based on New York State Hospital Code.

**SPECIAL REQUIREMENT:** 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.

**FORMERLY:** Occupational Therapist Assistant

**ADOPTED:** June 11, 1981

**REVISED:** October 11, 1984

**REVISED:** December 7, 2017