

BASIC FUNCTION:

Perform a variety of clerical duties and assist with occupational treatment programs and other activities in support of responsibilities of the Therapist; administer treatment and implement programs as assigned.

REPRESENTATIVE DUTIES:

- The OTA/L shall assist in the practice of occupational therapy only under the supervision of an OT/L.
- The supervisor shall provide no less than four (4) hours per month of general supervision for each occupational therapy assistant which shall include no less than two (2) hours per month of face-to face supervision.
- The supervisor of the OTA/L may institute additional supervision based upon the competence and experience of the OTA/L.
- The supervisor shall assign and the OTA/L shall accept only those duties and responsibilities for which the OTA/L has been specifically trained and which the OTA/L is qualified to perform.
- The OTA/L may contribute to the evaluation process by gathering data, administering structured tests, and reporting observations.
- The OTA/L may not evaluate independently or initiate therapy prior to the OT/L's evaluation.
- The OTA/L may contribute to the intervention planning as directed by the OT/L.
- The OT/L shall be responsible for assigning appropriate therapeutic interventions to the OTA/L.
- The OTA/L may contribute to the discontinuation of intervention as directed by the OT/L.
- In extenuating circumstances, when the OTA/L is without supervision, the OTA/L may continue carrying out established programs for up to thirty (30) calendar days under agency supervision while appropriate occupational therapy supervision is sought.
- It shall be the responsibility of the OTA/L to notify the board of these circumstances and to submit, in writing, a plan for resolution of the situation.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Basic problems and concerns of handicapped children and families with handicapped children.
- Basic medical terminology.
- Alpha and numeric filing systems.
- Record-keeping techniques.
- Proper lifting techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform a variety of clerical duties and assist with therapy treatments and other activities in support of responsibilities of the Therapist.
- Utilize and operate a variety of office and medical equipment including personal computer, typewriter, copier, wheelchairs, gurneys, lifts, walkers, crutches, prone standers, standing tables, communications equipment, whirlpools, parallel bars, paraffin bath, weight scales and telephone.
- Maintain records and files and assist in the preparation of reports.
- Perform CPR according to established guidelines.
- Lift children and equipment according to established guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Compile and verify data.
- Learn, apply and explain policies, procedures, rules and regulations.
- Learn department and program objectives and goals.
- Meet schedules and time lines.
- Type at an acceptable rate of speed.
- Observe health and safety regulations.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and a valid state license.

LICENSES AND OTHER REQUIREMENTS:

Valid state OTA/L license, CPR and First Aid Certificates.

My signature below indicates that I have been made aware of my job description.

Date