

**TITLE OF POSITION:** STAFF CERTIFIED OCCUPATIONAL  
THERAPY ASSISTANT  
**CLASSIFICATION:** EXEMPT  
**RESPONSIBLE TO:** OCCUPATIONAL THERAPIST  
**LIFTING REQUIREMENTS:** UP TO 100 LBS  
**EFFECTIVE DATE:** MAY 27, 2011  
**REVISED:** APRIL 1, 2015

**GENERAL DESCRIPTION:**

Under the supervision of the Occupational Therapist and the PRN Supervising Occupational Therapist Assistant, the Staff Occupational Therapist Assistant is responsible for the administration of occupational therapy treatments according to established policies and procedures as well as practice guidelines recommended by the AOTA and state licensure laws.

**RESPONSIBILITIES:**

1. Implementation of the OT plan of care as established on the OT Eval (direct therapy).
2. Documentation of participant care administered (to be completed within 48 hour timeframe).
3. Consult with occupational therapist if any significant changes with participant observed.
4. Consult with occupational therapist for possible changes with OT plan of care.
5. Meet with occupational therapist bimonthly to discuss skilled OT caseload.
6. Supervision of technicians/clerks.
7. Provide participant and family education.
8. Provide general staff education.
9. Attend general staff meetings and departmental staff meetings.
10. Attend PCP and I&A meetings as needed.
11. Follow all established Bienvivir Policies and Procedures.
12. Any and all other tasks assigned specifically by the employee's supervisor.

**QUALIFICATIONS:**

1. Graduate of an accredited COTA program.

2. Current and valid license to practice in the state of Texas.
3. Preferred one year clinical experience in the field of geriatric occupational therapy.
4. Ability to work and communicate well with all members of the IDT, staff, participants/families.
5. Demonstrate proper time management to complete all tasks assigned.
6. Ability to delegate and supervise responsibilities appropriately.
7. Ability to accept supervision in an appropriate and professional manner.
8. Bilingual (English/Spanish) preferred.

**BIENVIVIR ALL-INCLUSIVE SENIOR HEALTH** reserves the right to change the job description and/or work hours as required by the program or business necessity.

EMPLOYEE STATUS: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ PRN \_\_\_\_\_ Temporary \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_