

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

FUNCTION OF THE JOB

Under supervision of a Registered Occupational Therapist, to assist in providing occupational therapy service for mentally ill, and/or physically or developmentally disabled clients; and performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Evaluates and assesses level of functioning and impact of symptoms on client's ability to perform activities of daily living.
2. Assists in developing a treatment plan and goals for new clients.
3. Plans therapeutic activities for goal oriented group therapy; leads group therapy and assesses results.
4. Accurately observes and records individual progress in accordance with departmental and hospital standards.
5. Establishes an atmosphere conducive to recovery by utilizing individual and group therapy programs modified to an individual's needs, and by facilitating positive client interactions.
6. Assists clients in accepting appropriate economic and social responsibilities by providing specific skill training to increase ability to function in the community.
7. Assists the transition of the client to community living by promoting the use of community resources.
8. As directed, participates in multi-disciplinary treatment team meetings, and communicates to staff and family an assessment of client functioning and progress toward transitioning to community living.
9. May provide community intervention for identified clients.
10. Maintains inventory, orders supplies, and assists in care and maintenance of supplies, equipment, and facilities.
11. Assumes the responsibility of a client caseload and maintains a therapeutic relationship with clients.
12. Monitors safety of clients and responds immediately and appropriately to crisis behaviors and incidents.
13. May provide court testimony based on appropriate written documentation.
14. Keeps abreast of research and new techniques; attends appropriate professional and educational meetings.
15. Establishes and maintains effective working relationships with clients, their support system, and others on the multi-disciplinary team.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the appropriate skills and methods of occupational and recreational therapy.
2. Working knowledge of group dynamics and the methods to manage individual needs and behaviors within the group.
3. Working knowledge of the theories, practices, and techniques of dealing with emotional, psychological, physical, and behavioral problems of clients.
4. Working knowledge of the principles and practices of occupational therapy.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

5. Working knowledge of safe working practices and procedures.
6. Working knowledge of computerized department program software, internet access, and database, spreadsheet, and word processing programs.
7. Ability to apply the techniques and skills of occupational therapy to meet the needs of seriously and persistently mentally ill clients.
8. Ability to motivate and secure the cooperation of clients and to stimulate participation in the program.
9. Ability to communicate with clients and develop an understanding of the client's problems and needs.
10. Ability to develop and implement treatment activities that are modified to meet individual needs within a group setting.
11. Ability to utilize word processing, database, spreadsheet programs, and the internet for research.
12. Ability to prepare and maintain accurate records and reports in accordance with departmental and hospital standards.
13. Ability to assess for potential crises/safety needs and appropriately intervene and seek assistance to maintain a safe recovery-oriented environment.
14. Ability to work cooperatively with other staff, clients, and client family members.
15. Ability to communicate effectively, both orally and in writing.
16. Ability to establish and maintain effective working relationships with clients, their support system, and others on the multi-disciplinary team.
17. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from an Occupational Therapy Assistant program approved by the American Occupational Therapy Association.
2. Certification with the National Board for Certification in Occupational Therapy as a Certified Occupational Therapy Assistant.
3. License to practice as a Certified Occupational Therapy Assistant in the State of Wisconsin.
4. One (1) year of direct work, volunteer, or internship or practicum experience in occupational or recreational therapy with individuals who experience severe and persistent mental illness.