

**POSITION TITLE:**

**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**

**MINIMUM QUALIFICATIONS:**

The Certified Occupational Therapist Assistant must have an Associates degree in occupational therapy from an accredited college, must have successfully completed the National Occupational Therapy Exam for COTA, be currently licensed by the Massachusetts Board of Registration in Allied Health Professions, and be registered with the American Occupational Therapy Association. In addition, one year of experience in a mental retardation program is preferred. Must have a valid driver's license.

**SUPERVISOR:**

Occupational Therapist

**SUMMARY:**

The Certified Occupational Therapy Assistant will implement plans which increase functional skills and independence for individuals with developmental disabilities. Under the direction of and as an assistant to the Occupational Therapist, work will be performed in the Access Center and/or the community.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Implement treatment plans as approved by the ISP Team
- Assist in the development of materials as needed to implement treatment plans
- Assist in the design of treatment plans
- Assist in evaluating the needs of each individual
- Act as a resource to staff concerning occupational therapy programs
- Provide training to staff on the utilization of adaptive equipment necessary in the treatment of individuals, as well as the in the implementation and rationale of treatment plans
- Communicate on a regular basis with Occupational Therapist as to individual program design, implementation and progress status
- Participate in weekly staff meetings conducted by the Program Director
- Participate in Occupational Therapy Assistants' meetings conducted by the Occupational Therapist
- Participate as a member of the interdisciplinary team
- Attend ISP meetings as needed
- Document progress notes
- Prepare documentation required by agency policies
- Regular attendance is required

**ADDITIONAL RESPONSIBILITIES:**

- Coordinate schedule in order to maximize the delivery of occupational therapy services
- Other assigned duties as required by supervisor
- Assist in the transferring/lifting of individuals as needed
- Participate in the orientation of new program participants

The demands described below are representative of those actions and abilities utilize by the employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties and responsibilities.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger; handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee on occasion may be asked to taste or smell. In an emergency situation, the employee may be asked to physically hold/restrain a person with aggressive and/or self-injurious behaviors. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Additionally, the employee occasionally will be required to push a wheelchair containing a person in excess of 100 pounds.

**LANGUAGE SKILLS:**

The employee must be able to read and understand documents such as policies and procedures, regulations, and operating instructions. Writing comprehensive assessments, progress notes, incident reports, correspondence and other essential documentation is required. Must be able to utilize a total communication approach. The employee will be required to communicate effectively with members, staff, supervisor, and other involved parties.

**REASONING AND EMOTIONAL ABILITIES:**

The employee must be able to apply common sense in performing his/her duties. Must be able make modifications in routine and/or activities in order to meet the needs and safety of the members. Must be able to work in a busy and occasionally loud environment. Must be able to interpret statistical data.

I have reviewed the job description for the position for which I am being considered and I am able to perform the essential functions of the job with or without a reasonable accommodation, (i.e., lifting, standing, sitting) YES NO

If 'NO', what accommodations are requested to perform essential functions of job?

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Signature

Date

