

OCCUPATIONAL THERAPY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This is para-professional work involving extensive direct patient contact in the daily operation of a therapeutic day-treatment program in a unit in the Department of Mental Hygiene. Incumbents in this position will perform both recreational and occupational duties within a program, however, incumbents will specialize in occupational therapy treatment techniques. This position differs from Recreational Therapy Assistant by virtue of incumbents ability to assist the Occupational Therapist in evaluating the degree of function and disability of a patient and to assist in the developing of a remedial treatment plan in accordance with the physician's diagnosis. This position differs from Activities Therapy Aides because incumbents not only participate in the daily operation of the program but are also responsible for assisting in the modification and development of therapeutic Programs. Work is performed under the general supervision of higher level activity staff and the Clinical Unit Administrator. Clinical supervision is received from an Occupational Therapist or a Psychiatrist, in accordance with licensing regulations. Supervision may be exercised over Activities Therapy Aides in the area of program execution.

TYPICAL WORK ACTIVITIES:

1. Develops and participates in a variety of functions involving the use of activities as learning experiences;
2. Evaluates the degree of function and disability of a client and assists in the development of a remedial treatment plan in accordance with the physician's diagnosis;
3. Instructs patients in skills and techniques necessary for their active participation in occupational therapy activities;
4. May assist Recreational and/or Occupational Therapist in the development of weekly program schedule;
5. Inventories and requisitions supplies and expendables under the approval of a higher level therapist;
6. Assist clients in the development of basic grooming skills and personal hygiene activities;
7. Attends unit and activity staff meetings to provide input on needs and progress of patients;
8. May orient new activity therapy staff in the functioning of the program;
9. Functions as a patient advocate for a small group of patients which involves monitoring of patient attendance, appointments, problems and progress, making referrals as necessary;
10. Prepares all necessary paperwork such as documenting patient contact in charts, progress reports and activity therapy group outlines;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures and objectives of occupational therapy; working knowledge of occupational and recreational activities; working knowledge of community resources and services available in the field of occupational therapy; ability to stimulate and maintain patients' interest in activities; ability to communicate effectively, both orally and in writing; ability to relate sympathetically to a potentially difficult patient population; patience; enthusiasm; tact and courtesy; physical condition commensurate with the demands of the position.

OCCUPATIONAL THERAPY ASSISTANT (Cont'd)

MINIMUM QUALIFICATIONS:

Certified by the New York State Education Department as an Occupational Therapy Assistant.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a valid driver's license.

MH0303

REVISED:

01/82

08/82

09/14/83

07/01/91