JOB DESCRIPTION

Job Title: Certified Occupational Therapy Assistant - COTA

Department: Rehabilitation Department
Supervisor: Rehabilitation Manager
Work Area: Health Care Center
PHI Access level: 4
Salary Classification: Hourly

General Description and Scope:

The Occupational Therapy Assistant provides therapy services in the Skilled Nursing Facility, outpatient rehab department or elsewhere as directed by the Rehabilitation Director or Director of Nursing Services. The Occupational Therapy Assistant is expected to work closely with other rehabilitation staff as well as the nursing staff, Restorative Aides and other personnel of Warm Beach Senior Community (WBSC) to provide team work for the rehabilitation needs of the client. The Occupational Therapy Assistant is an integral member of the interdisciplinary team to provide quality rehabilitation.

Essential Duties and Responsibilities:

1. Carries out tasks of the treatment plan as outlined and reviewed with the Occupational Therapist, and within the professional scope of practice and individual level of expertise.
2. Notifies the supervising Occupational Therapist of changes in patient status, function, or medical condition.
3. Prepares/completes clinical and progress notes, and other documentation within timelines established by regulatory standards, and WBSC policy.
4. Teaches patient and family/caregivers in meeting individual treatment goals, and treatment plan implementation as outlined by the Occupational Therapist.
5. Communicates regularly, and as needed, to other team members regarding patient issues, by participating in patient care conferences, and verbal or written consultation.
6. Coordinates scheduling issues with team members and staffing coordinator as needed.
7. Manages time and prioritizes responsibilities efficiently, with consideration given to the needs of others.
8. Participates in quality assurance and quality improvement within WBSC.
9. Carries out the philosophy and goals in all encounters of WBSC.
10. Participates in In-service training programs as appropriate.
11. Be alert for resident safety during any/all therapy.
12. Maintain excellent attendance and punctuality.
13. Maintain the confidentiality of all staff/client care information and any other personal information about the staff/clients as well as WBSC information.
14. Possess the ability to deal tactfully with clients, family members, visitors, government agencies/personnel and the general public.
15. Strong computer skills are a must as documentation is done electronically.
16. Strong communication skills with demonstrative ability to write effectively, speak persuasively, and listen attentively.
17. Must be willing to accept new methods and principles and be able to incorporate them into daily work flow.
18. The employee must use safe work practices by following policies and procedures.
19. The employee performs a variety of tasks so a certain degree of creativity and latitude is required.
20. The employee must maintain a neat appearance and wear appropriate clothing as within the guidelines of WBSC.
21. Support the mission of Warm Beach Senior Community.

**Physical Demands**
1. Effectively respond to the environment within the long-term care setting
2. Must be able to lift 70 pounds; must be able to stand up to 8 hours per day.
3. Mobility to lift/walk residents, provides active therapy, and stands or sits for long periods of time — all day if necessary.
4. Must be able to lift, push/pull, and transfer residents and equipment.
5. Must lift and transport residents safely with ability to support and/or recover a resident’s balance safely while assisting in functional mobility training and/or activities of daily living training.
6. Must demonstrate good body mechanics and proper lifting techniques as taught and approved by the Rehabilitation Department, and also facilitate these practices throughout the building as needed.
7. Speech, sight, and hearing to effectively communicate with residents.
8. Must be able to climb and descend stairs.
9. Must be able to use computer that requires fingering.

**Professional Specifications:**
1. Graduate of an accredited Occupational Therapy Assistant program
2. Valid, current Occupational Therapy Assistant certification in the state(s) where services are rendered.
3. Some clinical experience in long-term care is preferred.
4. Excellent English, written and verbal communication skills.

I have read the job description and understand its contents. I understand this job description is not intended nor should be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with my position and is subject to revision. I understand my employment at Warm beach Senior Community is at will and thereby may be terminated by Warm Beach or myself with or without notice. I agree to abide by the safety precautions as required by Warm Beach Senior Community.

Employee Signature _______________________________ Date ___________________
7/25/2014