

Civil Division: Schools
Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 11/04/15

OCCUPATIONAL THERAPY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a sub professional position involving responsibility for assisting an Occupational Therapist in the application of occupational intervention procedures. The work is performed according to the occupational intervention plans assigned by the Occupational Therapist. Client progress and observations are recorded and reported to the Occupational Therapist. The work is performed under the direct supervision of a licensed Occupational Therapist. Supervision is not a function of this position. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Carries out occupational therapy intervention plans by working with clients individually or in groups;
Confers periodically with the Occupational Therapist and/or other disciplines regarding the client's progress;
Observes, records and reports client reactions to Occupational Therapy services;
May fabricate, modify, and apply assistive devices using varied media;
Trains client, personnel, and family members in the client's self-care activities;
Prepares and sets up occupational therapy apparatus;
Documents and maintains record of intervention services;
Provides for and observes safety precautions during all phases of therapy;
Performs all duties according to federal, state, local legislation, regulations, polices and procedure that mandate and guide occupational therapy;
Inventories, cleans, stores and maintains supplies and equipment;
May participate with the Occupational Therapist, personnel, and family in the formulation of the client's intervention plans.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods, procedures, and objective of occupational therapy; working knowledge of the principles, techniques and terminology of occupational therapy procedures; working knowledge of the human anatomy, kinesiology and physiology as they relate to the intervention in Occupational Therapy; working knowledge of the operation and minor maintenance of apparatus and equipment used in occupational therapy; ability to execute intervention plans; ability to observe, record and report client responses to intervention; ability to maintain effective working relationships with others, ability to communicate effectively both orally and in writing

MINIMUM QUALIFICATIONS: Possession of a current valid New York State license to practice as an Occupational Therapy Assistant.

Adopted: 10/06/82
Revised: 11/01/84, 07/05/96, 10/31/02, 11/04/15