

## POSITION DESCRIPTION

Department Name:	Department Number:	Revision Date: 04/2011
Position Title: Occupational Therapy Aide	Supervisor Title: Occupational Therapist	
<b>PATIENT POPULATION SERVED:</b> Infant, pediatric, adolescent, adult, geriatric		
<b>POSITION GOAL</b>		
<p>Prepares patients and equipment for occupational therapy and treatment. Performs tasks to maintain the department in an orderly condition. Prepares equipment such as paraffin bath and hot packs. Removes and replaces braces, splints, and slings from patient bodies before and after treatment. Assists Occupational Therapist and Certified Occupational Therapy Assistant to support patient during treatment. Assists with patient transfers. Changes linens and cleans and stores equipment after use.</p>		
<b>POSITION RESPONSIBILITIES</b>		
<p><b>Standard I:</b> Recognizes role and operates within an integrated plan of care/services  <b>Standard II:</b> Regular job functions  <b>Standard III:</b> Knowledge, judgement, and decision making  <b>Standard IV:</b> Communication, teamwork, and patient/guest/employee relations  <b>Standard V:</b> Leadership, initiative, and resourcefulness</p>		
<b>PHYSICAL DEMANDS &amp; WORKING CONDITIONS</b>		
<p>Essential function: Position and transfer patients before and after treatment, set up equipment before treatment, clean equipment after treatment.</p> <p>Marginal functions: Visual acuity, hearing and speaking, oral communications. Usual amount of sitting, standing, lifting, bending, stooping, squatting, and carrying normally found in a health care environment.</p> <p>Environmental factors: May be exposed to radioactive materials, drugs, blood products, communicable diseases, disagreeable odors, dust, fumes, gases, and changes of temperature and humidity. May be exposed to blood borne pathogens.</p>		
<b>POSITION REQUIREMENTS</b>		
<b>Experience:</b> None		
<b>Education:</b> High school diploma or equivalent.		
<b>Special qualifications:</b> CPR certification required		
<b>Outside relationships:</b> Maintains excellent working relationship with sources of referral and patients.		
<b>Interaction with other departments:</b> Exchanges ideas, procedures, etc. with other HPRC		

departments.
<b>Budget:</b> Assists the Occupational Therapist and Department Director in working within the current budget.
<b>Assets Controlled: Supplies,</b> equipment, etc. used in treating patients.
<b>Employees Supervised:</b> None
<b>Career Path:</b> COTA/Occupational Therapist

Age Specific Legend:      Infant              Birth – 1 Year              Adult              18 Years – 64 Years  
                                  Pediatric          1 Year – 12 Years          Geriatric          65 – Life Span  
                                  Adolescent      13 Years – 17 Years

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_