

JOB DESCRIPTION

TITLE: STAFF CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

REPORTS TO: THERAPY DIRECTOR/SUPERVISOR/COORDINATOR

JOB SUMMARY

To provide quality occupational therapy services to all patients including re-certification, intervention, treatment planning and implementation, discharge planning, and completion of related documentation under the supervision of licensed occupational therapist.

QUALIFICATIONS

- Graduate of an accredited occupational therapist assistant program approved by the AOTA
- Certified by NBCOT as COTA
- Licensed, certified, or registered to practice in the State of Illinois as an occupational therapist assistant
- Functions according to the AOTA Code of Ethics and Standards of Practice
- Must speak, write, read and comprehend the English language
- Must be physically able to meet the demands of the position
- Ensure that credentials that are required by CPT/Facility are current according to CPT's policies and procedures
- Must have the ability to work independently and make decisions when circumstances warrant such actions
- Must have the ability to effectively communicate with patients, family, staff, visitors and physicians

RESPONSIBILITIES

- I. Adhere to the policies and procedures for the provision of therapy services in accordance with the goals of CPT and Facility**
 - Be courteous to all patients and respectful of them, their environment and their culture
 - Provide quality therapy services at every patient contact, including intervention, program planning and implementation, discharge planning and related documentation and communication under the supervision of an occupational therapist
 - Prioritize and maintain a work schedule that is appropriate for the facility and in accordance with your employment with CPT
 - Assist the CPT management staff in maintaining a positive, productive, and beneficial working relationship with the Facility staff

CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

II. Maintain the standards for rehabilitation services

- Screen patients to determine the need for intervention
- Treat patients to relieve pain and develop or restore function to achieve maximum performance under the supervision of an occupational therapist
- Monitor patient response to interventions and modify the treatment modalities, goals, and frequency as needed per CPT's policies under the supervision of an occupational therapist
- Complete all required paperwork on a timely basis per the policies of Facility/CPT
- Adapt activities, environment, tools and materials according to the needs of the patient under the supervision of an occupational therapist
- Assist with data collection and recertification of patients under the supervising OT
- Communicate and collaborate with other team members regarding the care of clients receiving therapy services
- Plan for patient's discharge when maximum benefits have been met, prepare discharge summary and recommend any follow-up services per facility policy
- Supervise the occupational therapist assistant student as appropriate
- Provide in-service education to rehab staff when requested
- Attend in-service education when provided to rehab staff
- Maintain a neat and well-organized therapy department
- Provide other job-related tasks and duties as assigned

III. Perform administrative duties necessary for the day-to-day operations of the rehab department

- Identify all new rehab admissions and notify occupational therapist when appropriate
- Communicate upcoming patient discharges with Facility staff as required
- Attend appropriate care plan meetings when requested
- Provide complete and correct billing summaries as required

IV. Develop a good rapport with the patient, patient's family members and third party payers and others involved in the total management of the patient

- Communicate weekly updates and discharge planning information to HMO case managers, social services and therapies for involved residents when required
- Provide the patient and family or caregiver with needed information or instructions in the patient's total occupational therapy program, role of OT, and benefits of therapy in collaboration with the occupational therapist
- Explain all treatment procedures in understandable terms to the patient and family and address any concerns they may have
- Maintain communication between therapy department, Facility staff and CPT

Signature: _____