

POSITION DESCRIPTION

Program/Department: Clinic

Date Approved Click or tap to enter a date.

4/25/23

Position: COTA

Approval Signature:



Reports to: Program Manager

Designation Exempt Nonexempt
Type FT PT Relief
 Driver Nondriver

Salary Range:

Job Summary:

The Certified Occupational Therapist Assistant possesses a degree from an accredited OTA program and NYSED professional license or is eligible to receive a NYSED license as a certified occupational therapist assistant. They provide direct and/or indirect occupational therapy services under the direction and guidance of the supervising occupational therapist. Certified Occupational Therapist Assistants additionally work closely with other members of the department to train staff and family members to maximize supports provided to the people we provide services to.

Expectations:

It is expected that the Certified Occupational Therapist Assistant be proficient in the use of EHR systems and have excellent written and verbal communication skills.

Responsibilities:

1. Provide medically necessary and clinically appropriate treatment under the supervision of an occupational therapist
2. Maintain appropriate documentation (i.e. daily treatment notes, etc.) in a timely manner
3. Participate in team and staff meetings as required
4. Maintain established number of patient contact visits
5. Contribute to the annual/semi-annual/quarterly planning review on patients being seen for on-going sessions.
6. Communicate effectively both orally and in written form with internal and external treatment and support teams, or other professionals.
7. Maintain a safe and clean working environment by complying with procedures, rules and regulations.
8. Follow the Arc Greater Hudson Valley mission statement and core values.
9. Attend trainings as required (internal and external)
10. Abide by federal, state and local laws governing patient care standards and privacy regulations.
11. Perform any other related duties as assigned by the supervisor.
12. Implement treatment plans approved by MD/OT and provide feedback to the OT regarding progression/regression.
13. Comply with any payor requirements for payment.

Maintain valid licenses {including driving license, as applicable}, certifications or any other credentials that are required or necessary to carry out the responsibilities upon and throughout employment.

Qualifications:

1. Possess an Associate’s Degree and NYS license or be eligible for licensure as an Occupational Therapy Assistant
2. Possess or be eligible for licensure as a Occupational Therapy Assistant through the New York State Education Department.
3. Valid NYS Driver’s License.
4. Experience with people with ID/DD preferred.

Physical Requirements:

- Physically able to bend/stoop, kneel, squat, crouch, push/pull, reach above and below shoulder level frequently and move about quickly.
- Daily computer operation at workstation up to one (1) hour at a time, requiring sitting, viewing screen, and operating keyboard and computer mouse.
- Independently lift up to 50 lbs up to five (5) times/day.
- Ability to transfer patients independently, with a mechanical lift or with assistance of another staff person.
- Adequate vision and hearing ability, with or without correction, to be constantly aware of, detect and able to respond to needs of patients, including when not in immediate vicinity.
- Exposed to bites, kicks, punches, spitting and other physical behaviors of adults with ID/DD.
- Fingering/Grasping/Feeling: Must be able to write, type and use office and/or other equipment and handle materials 75-100%.

The above is a general statement of the expectations and responsibilities of the position. Other expectations and responsibilities may be assigned as required by the program, department or agency.

X

Signature

X

Print Name

X

Date