

# REHAB ACTION, INC.

Home Health Services

[www.RehabAction.com](http://www.RehabAction.com)

8401 Carolyn Drive, Port Richey, FL 34668

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## ***OCCUPATIONAL THERAPIST ASSISTANT JOB DESCRIPTION***

### ***DESCRIPTION***

Assists the Occupational Therapist in providing occupational therapy to patients.

### ***QUALIFICATIONS***

1. Proof of completion of an Occupational Therapy Assistant program.
2. State Licensure in occupational therapy assistant.
3. Minimum of one (1) year experience as a licensed Occupational Therapist Assistant.
4. Home health care experience preferred.
5. Background check acceptable to the Agency.
6. Current C.P.R. Certification
7. Valid driver's license and proof of automobile liability insurance.
8. Demonstrated time management skills.
9. Demonstrated interpersonal skills.
10. Demonstrated organizational skills and detail oriented.
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12. Demonstrated problem-solving and decision making skills.
13. Demonstrated verbal and written communication skills.
14. Able to work autonomously with minimal supervision.
15. Able to work as a team member.
16. Able to communicate in English.

### ***PHYSICAL AND MENTAL REQUIREMENTS***

1. Must be able to work under stress and in a fast-paced environment.
2. Must be able to work under conditions that require sitting, standing, walking, lifting, bending, reaching, pulling, fingering, grasping, talking, hearing and seeing.
3. Must be able to travel to patients' homes and to agency-sponsored programs and meetings.
4. Reasonable accommodation will be made to accommodate a qualified individual with a disability.

### ***DUTIES AND RESPONSIBILITIES***

1. Demonstrate Professional conduct and ethics according to agency policy and procedure.
2. Maintain confidentiality of patient information and all Agency operations.
3. Provide occupational therapy services, following the plan of care under the supervision of the Occupational Therapist.
4. Apply therapeutic self-care and creative activities that are directed toward improving independence and physical and mental functioning.
5. Evaluate equipment needs to increase functional level of patient.

6. Prepare clinical and progress notes of services provided, patient activities, and condition and submit in a timely manner.
7. Observe and report changes in patient status to the Occupational Therapist and designated agency personnel.
8. Participate in the education of patient and family on methods of self-care and techniques to improve or maintain patient's level of functioning.
9. Maintain effective communication and working relationships with patients, patients' families, staff, representatives of other departments and community agencies.
10. Participate in staff meetings, patient case conferences and Agency in-services.
11. Perform other job duties and responsibilities as assigned by the clinical supervisor.

***CLASSIFICATION***

Full time / Exempt / Per Diem / Contract

***EMPLOYEE ACKNOWLEDGEMENT***

I understand and acknowledge that this job description sets forth the basic requirements necessary to perform the job identified and is not a detailed description of all job requirements that may be needed to perform the job. Agency needs may necessitate performance of multiple other tasks duties and responsibilities, including but not limited to, assuming the responsibility of other positions in order to deliver a high quality service.

I further acknowledge and understand that this job description is not all-inclusive and that the Agency reserves the right to change job requirements as needed.

I understand and acknowledge that this job description is not a contract, in whole or in part, and that I am an employee at will.

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*Employee Name* \_\_\_\_\_ *Date* \_\_\_\_\_

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*Employee Signature and Title* \_\_\_\_\_