

# PART 1

## JOB DESCRIPTION

Position Title <b>Certified Occupational Therapist Assistant</b>	
Department <b>Occupational Therapy</b>	Position Reports To: <b>Director of Rehabilitation and Occupational Therapist</b>

**Job Summary (Purpose the Position Exists):** The Occupational Therapist Assistant provides direct patient care under the supervision of an Occupational Therapist, using occupational therapy procedures as ordered by the patients' physician.

**Education, Training and Licenses Required:** The Occupational Therapist Assistant must be a graduate of an accredited school/college/institution and possess current California licensure; current BLS certification; must be able to communicate in English verbally and in writing.

**Experience Required:** No previous work experience required. Two years experience in an acute care facility or outpatient clinic preferred.

**Knowledge/Skills/Abilities Required:** The Occupational Therapist Assistant must possess sufficient knowledge of anatomy, physiology and mobility in health and disease combined with standard rehabilitation practice to provide safe, effective assessment and treatment as directed by the Occupational Therapist to patients of all ages and developmental stages. See age-based competency evaluation form.

**Equipment Knowledge Required:** The COTA will demonstrate competency in theory and practical use of all electrical, thermal and mechanical equipment used in this department.

**Working Conditions (Noise, Environmental, Demands, Shift, Setting, Human Interface, etc.):** Hospital and clinic setting with public address system. Patient care equipment noises; Day shift 8:00 to 5:00 M-F with weekend rotation. Teamwork with other professionals.

**Confidentiality Requirements:** I understand that any and all information regarding hospital, patient, and employment matters are disclosed or learned by me in confidence. I agree that during and after my term of employment, I will not directly or indirectly disclose this information, other than to an authorized employee of Palm Drive Hospital.

**Safety Requirements:** Employees are responsible for all aspects of the hospital safety and health program including compliance with safety rules and regulations, remedying unsafe working conditions, and for continuously practicing safety while performing duties. Palm Drive Hospital policy prohibits employees with patient contact or those who prepare products for patient use from wearing artificial nails.

**Physical Requirements:** See "Description of Physical Demands" binder in Human Resources.

**Supervisory Requirements (if applicable):** This position supervises a staff of 0, including part time employees. I understand I will be reviewed on my competence as a supervisor, including but not limited to communication skills, delegation of tasks, prioritization of work, leadership, problem solving, budgeting and reviewing of my staff's performance