

## OCCUPATIONAL THERAPY AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** This is non-technical work involving responsibility for performing routine housekeeping and helper tasks in support of an occupational therapy program in a health care facility and also assisting in preparing and transporting residents for treatment. Incumbents receive on-the-job training in routine occupational therapy related duties and procedures. Direct supervision is received from the Director of Occupational Therapy Services. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares residents for treatment and transports or accompanies them to treatment areas;  
Transports and adjusts Occupational Therapy equipment as assigned;  
Assists residents with exercise movements or in changing position during treatment;  
Assists the Director of Occupational Therapy Services in restorative and rehabilitative treatments;  
Operates occupational therapy equipment such as the wall wheel, overhead pulleys, loom, sewing machine and small jigsaw;  
Assists residents in carrying out their maintenance programs as directed by the Director of Occupational Therapy Services;  
Observes residents for safety and comfort and notifies supervisor of any changes in residents' condition;  
Cleans, repairs and stores occupational therapy equipment and supplies;  
Prepares, cleans and maintains occupational therapy and supportive treatment areas;  
Assists in maintaining inventory of occupational therapy supplies and equipment;  
Prepares and maintains simple non-medical records and reports as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of basic principles, objectives and terminology of occupational therapy in a health care facility;  
Working knowledge of the operation, care and storage of apparatus and equipment used in the occupational therapy program;  
Ability to understand the problems and attitudes of ill, aged and handicapped persons;  
Ability to observe and communicate residents responses to treatment;  
Ability to motivate and encourage residents to continue with maintenance regimes;  
Ability to prepare and maintain simple non-medical forms and reports;  
Ability to understand and follow oral and written instructions;  
Patience;  
Tact;  
Willingness to work with geriatric residents;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None

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