

FAITH COMMUNITY HEALTH SYSTEM
Jacksboro, Texas
CERTIFIED OCCUPATIONAL
THERAPY ASSISTANT (COTA)
JOB DESCRIPTION

REPORTS TO: Fitness and Rehab Manager

SUPERVISES: None

FLSA STATUS: Non-Exempt

SUMMARY:

Works with an Occupational Therapist to treat guests who have difficulty performing daily living and work activities due to illnesses, injuries, and disabilities. Helps guests perform exercises as specified in a treatment plan and teaches them how to use equipment that may make some activities easier.

ESSENTIAL FUNCTIONS

- Promote independence in activities of daily living through problem solving, suggesting adaptations and observation of the guest.
- Observe, problem solve and suggest positioning techniques to enhance educational participation and maximize function.
- Discuss and exchange information about guest with occupational therapist.
- Implement individualized/small group therapeutic program prescribed by the occupational therapist based on goals and objectives.
- Assist occupational therapist in determining extent to which goals and objectives are being met by collecting and maintaining data on individual guest goals.
- Assist occupational therapist in formulating goals based on data analysis.
- Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

PROFESSIONAL REQUIREMENTS

- Adhere to dress code; appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.

- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

KNOWLEDGE, SKILLS and ABILITIES

- Maintains professional and technical knowledge at attending educational workshops; reviewing professional publications; establishing personal networks, participating in professional societies.
- Attends and participates in continuing education programs to monitor proficiency, expand current knowledge and enhance professional excellence. Willingly shares knowledge and provides clinical orientation to other members of the staff.
- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

QUALIFICATIONS

- Must have an associate degree in Occupational Therapy Assistant program.
- Certified as an Occupational Therapy Assistant as required in the State of Texas, able to practice therapy per state guidelines.
- Certifications appropriate to the position.
- Once year of recent clinical experience preferred.
- Current BLS certifications or obtained within three months from hire.

PHYSICAL REQUIREMENTS:

- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting for extended periods of time.
- Standing, walking and reaching.
- Lifting and carrying items weighing up to 50 pounds.

- Corrected vision and hearing to within normal range.

Employee

Department Head/Administrator

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.