

# State of Hawaii

## Job Description

(Position Description, Class Specification & Minimum Qualification Requirements)

## Occupational Therapy Aid

<b>Entry Level Work</b>	<b>HE-4</b>	<b>6.275</b>
<b>Full Performance Work</b>	<b>HE-6</b>	<b>6.276</b>

### **Function and Location**

This position works in the occupational therapy unit of a hospital or medical facility and is responsible for assisting an Occupational Therapist in providing occupational therapy services. The position may be required to work on shifts, including evenings, and weekends and holidays.

### **Key Duties and Responsibilities**

1. Carry out predetermined occupational therapy treatment programs by performing routine (repetitive, same procedure every day) treatment procedures and applying maintenance (to maintain patient's present level of functioning) occupational therapy techniques;
2. Plan, organize and conduct adjunctive services (such as diversional and recreational activities).
3. Keep records of patients' attendance in activities.
4. Observe patients' behaviors, attitudes and responses and report any changes in patients' behavior to supervisor.
5. Maintain progress reports (flow sheet) of patients.

### **Other Duties**

In addition to the key duties and responsibilities, this position may be assigned to:

Provide direct personal care such as feeding, bathing, toileting, dressing and grooming; assist in maintaining a clean and organized work area; assist in inventorying equipment and supplies; attend meetings, in-service training, and workshops; and perform other related duties as assigned.

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### **Knowledge and Abilities used in Performing Key Duties at the Full Performance Level**

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the clientele of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

### **Controls Exercised over the Work**

An Occupational Therapist provides supervision to the position.

**Instructions Provided:** Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions with maintenance therapy work being spot checked, and specific instructions in new and unusual situations.

**Assistance Provided:** Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new and unusual situations.

**Review of Work:** Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically.

### **Prerequisite Qualifications Required for the Entry Level**

**Experience and Essential Knowledge and Abilities:** One (1) year of experience in working with patients in a hospital, facility, or program which demonstrated knowledge of basic spoken and written English; life skills which include activities of daily living (i.e., eating/feeding, providing fluids, bathing, dressing, etc.), recreation and leisure, etc.; and the ability to read, write, speak, understand and communicate effectively with others in English; follow oral and written instructions precisely; and get along well with others.

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**Physical Requirements:** All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

**Sensory:** Read patient's chart; observe patient; hear the conversational voice.

**Coordination and Dexterity:** Take patient's vital signs; manipulative skills.

**Strength and Stamina:** Push and pull, lift and transfer patients.

**Mobility:** Transport patient; demonstrate exercises to patient which include kneeling, twisting and bending.

**Other:** Work with cleaning chemicals.

## **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the qualifications required at the entry level:

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience which involved participation in the provision of occupational therapeutic services within prescribed treatment plans; planning and conducting adjunctive activities of a diversional, recreational nature for individuals and groups; and must have demonstrated knowledge and application of various treatment procedures and therapeutic techniques pertinent to occupational therapy; structure and function of the human body; human growth and development; physical and psycho-social dysfunctional conditions; common medical terminology used in occupational therapy treatment programs; theories, methods, media, therapeutic activities and adaptive equipment used in occupational therapy; applicable hospital/facility/program policies and procedures; and the ability to assist and participate in the activities of the treatment team.

## **Substitutions Allowed**

1. Successful completion of an occupational therapy assistant education program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) which leads to a certificate or associate degree may be substituted for all of the work experience required.

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2. Successful completion of the National Board for Certification in Occupational Therapy (NBCOT) certification examination for occupational therapy assistants may be substituted for all of the work experience required.
3. Successful completion of all requirements for a baccalaureate degree in occupational therapy from a school of occupational therapy accredited at the time of graduation, by the Accreditation Council for Occupational Therapy Education (ACOTE) including successful completion of the clinical affiliation requirements prescribed by the degree-awarding school and successful completion of the national certification examination for occupational therapists, may be substituted for all of the work experience required.

**Desirable Qualifications:** Oral and written communication skills; good observation skills and ability to report/record accurately; positive attitude; self-motivated; and "team player."

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