

# STATE OF HAWAII

## **Job Description**

## **Occupational Therapy Assistant**

(Position Description, Class Specification & Minimum Qualification Requirements)

<b>Entry Level Work</b>	<b>HE-8</b>	<b>6.273</b>
<b>Full Performance Work</b>	<b>HE-10</b>	<b>6.274</b>

### **Function and Location**

This position works in the occupational therapy unit of a hospital, medical facility or school and is responsible for assisting an Occupational Therapist in the evaluation and treatment of patients referred for occupational therapy and in planning, coordinating, and implementing an ongoing therapeutic occupational therapy program. The position may be required to work on shifts, including evenings, and weekends and holidays.

### **Key Duties and Responsibilities**

1. Using a structured format, interview patients by collecting general data to determine patient's occupational therapy needs.
2. Assist the Occupational Therapist Registered (OTR) in the development of long- and short-term patient treatment goals.
3. Carry out the treatment plan independently using a variety of therapeutic techniques and activities (i.e., maintenance -- just to maintain patient's present level of functioning, and skilled -- to improve patient's level of functioning).
4. Identify the need to request change or discontinue treatment and confer with the OTR to determine plan of action. Identify the need to adapt activities/treatment techniques to each patient and is responsible for modifications according to the patient's performance.
5. Confer with the OTR for guidance and to discuss and evaluate functional performance, progress and plans.
6. Record pertinent evaluative information, associated recommendations, program plans and progress notes.

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### **Other Duties**

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

Assist OTR in the fabrication/application/use of splints, adaptive devices, and other orthotics; schedule, coordinate and adjust treatment sessions with the rest of the multi-disciplinary team; participate in educational programs, in-service training, and departmental meetings; when working in an activity program, the position may plan, develop, organize, coordinate and implement a patient's activity program for assigned patients; and perform other related duties as assigned.

### **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, 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**

**License Required:** Applicants must possess a valid Occupational Therapy Assistant license issued by the State of Hawai'i Board of Occupational Therapy.

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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:

<b>Sensory:</b> Read patient's charts; observe patient; hear the conversational voice.
<b>Coordination and Dexterity:</b> Take the patient's vital signs; manipulative skills.
<b>Strength and Stamina:</b> Push and pull, lift and transfer patients.
<b>Mobility:</b> Transport patients; demonstrate exercises to patients which include rolling, kneeling, twisting and bending.
<b>Other:</b> 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 experience in working with patients in a hospital, facility, or program which involved occupational therapy assessment and treatment and provided the applicant with knowledge of and experience in the application of accepted methods of obtaining assessment data (through testing and observation) and reporting own baseline data in various assessment areas including independent living skills and performance; a broad range of standard therapeutic methods and techniques; applicable hospital/facility/program policies and procedures; the ability to modify standard treatment techniques and equipment in working with varied patients; apply purposeful activity to enhance independent living/daily living skills; prepare and maintain work setting, equipment and supplies; maintain records; explain services; participate in patient program planning; identify and discuss the need for and carry out evaluation/assessment procedures for patients in treatment; monitor client's progress in consultation with registered therapist; and provide input on discontinuation of services and/or referral to other services.

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**Substitutions Allowed:** 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:** People oriented; positive attitude; "team player"; and self-motivated.

JOB DESCRIPTION ESTABLISHED: May 1, 2000

PREREQUISITE QUALIFICATIONS REQUIRED AMENDED: May 30, 2023

CLASS CODE CHANGED: February 1, 2001