

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

OCCUPATIONAL THERAPY ASSISTANT

DEFINITION

Performs para-professional occupational therapy work involving the implementation of resident treatment programs in a state institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Implements highly structured occupational therapy programs designed by higher-level staff to teach basic self-help skills in activities of daily living or to elicit improved perceptual, motor, and personal-social skills from residents on an individual basis.

Implements therapeutic treatment programs of an arts and crafts modality through directing, instructing, and assisting residents in use of ceramic, leather, basketry, metal, wood, cloth or other materials to produce useful or decorative objects; offers psychological support to residents.

Writes resident progress notes and reports as directed; keep charts of resident's performance, response, or behavior in a training program.

Records resident attendance at treatment sessions; escorts or transports residents to and from treatment areas; transfers residents to and from wheelchairs or other adaptive equipment.

Receives instructions from professional occupational therapists on proper use of adaptive equipment, wheelchairs, utensils and in proper techniques of the therapeutic process; attends other training meetings and staff conferences as required.

Assists in maintaining cleanliness and order in the unit; sets up and maintains functioning therapy work areas.

Occasionally attends treatment team meetings; offers and receives suggestions for treatment plan changes; reports unusual resident behavior or response.

Assists higher level staff in administering standardized and non- standardized tests and evaluations on residents.

Fabricates adaptive equipment and splints in order to facilitate residents' use of self-help skills.

Takes inventory of materials, supplies, tools, and equipment used in programs; makes recommendations for requisition to higher-level staff.

Provides lead direction over lower level living unit staff in implementation of treatment programs.

COMPETENCIES REQUIRED

Knowledge of the principles and practices of occupational therapy.

Knowledge of human growth and development.

Knowledge of human behavior as related to the practice of occupational therapy.

Knowledge of the problems, attitudes and needs of the intellectually disabled.

Knowledge of the problems, attitudes and needs of the multiple handicapped.

Knowledge of anatomy as related to the practice of occupational therapy.

Knowledge of physiology as related to the practice of occupational therapy.

Knowledge of self-help techniques such as feeding, dressing and hand skills.

Knowledge of the problems, attitudes and needs of the mentally ill.

Knowledge of sensory integrative theory as related to the practice of occupational therapy.

Knowledge of the use of adaptive equipment and utensils designed to assist in self-help tasks.

Knowledge of kinesiology as related to the practice of occupational therapy.

Knowledge of the techniques and equipment needed for a variety of arts and crafts media used in a therapeutic setting such as a jig saw, sander, and hand tools.

Knowledge of the use of splints.

Knowledge of the use of wheelchairs and positioning chairs.

Ability to choose appropriate therapy techniques for residents within supervisory guidelines.

Ability to follow written and oral instructions.

Ability to observe, recognize and report significant changes in resident behavior.

Ability to learn and utilize the methods of stimulating and maintaining the interest of residents in a therapeutic activity.

Ability to instruct residents in self-help techniques such as feeding, dressing, and hand skills.

Ability to fabricate adaptive equipment and utensils.

Ability to read and maintain graphs, measurable goals using percentages, and other measures of client progress.

Ability to teach the use of a variety of equipment such as a jig saw, sander, and hand tools.

Ability to fabricate splints.

Ability to instruct residents in various arts and crafts.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL QUALIFICATIONS

A state license or limited permit to assist in the practice of occupational therapy as issued by the Iowa Board of Physical and Occupational Therapy Examiners shall be considered as qualifying.

NOTE:

At the time of interview, applicants referred to Glenwood and Woodward State Hospital-Schools will be assessed to determine if they meet federal government employment requirements as published in the Federal Register, Section 20-CFR-405.1101.

Effective Date: 03/12 BR