

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Occupational Therapy Aide

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	Pay Grade	HE-04	Job Code	6.260
Full Performance	Pay Grade	HE-06	Job Code	6.262

Function and Location

This position works in the occupational therapy unit of a hospital, clinic or long-term care 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, 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.
6. May be assigned volunteers, students, and lower-level staff to assist with activities, programs and selected work assignments.

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 patients of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

Supervision Provided By

An Occupational Therapist, Rehabilitation Supervisor, or designee 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 for completeness and compliance with instructions given.

Prerequisite Qualifications Required for the Entry Level

Education: High school diploma or the equivalency is preferred.

Experience: One year of work experience in a health facility such as a hospital or similar medically oriented institution where the primary or basic objective was to observe and report on a variety of physical and/or mental symptoms and conditions and implement care and/or treatment procedures for a caseload of patients.

Knowledge and Abilities: Must have demonstrated knowledge of basic nursing skills (e.g., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); first aid; patient rights; universal precautions; infection control; body mechanics; principles of growth and development; purpose and benefits of activities of daily living (e.g., eating/feeding, providing fluids, bathing, dressing, etc.); purpose and benefits of restorative care (e.g., use and application of assistive devices, range of motion

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activities, etc.); basic medical and nursing terminology; and the ability to assist and participate in the activities of the treatment team; assess each patient's age specific needs; and independently provide age specific direct personal care services to a caseload of patients.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience: One 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, and recreational nature for individuals and groups.

Knowledge and Abilities: 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 theory; applicable hospital/facility/program policies and procedures; and the ability to assist and participate in the activities of the treatment team.

Substitutions Allowed:

- a. Successful completion of an occupational therapy assistant education program accredited by the Accreditation Council for Occupational Therapy Education (A.C.O.T.E.) which leads to an associate degree may be substituted for one year of the work experience required.
- b. Successful completion of a bachelor's degree in occupational therapy from a school of occupational therapy accredited at the time of graduation, by the Accreditation Council for Occupational Therapy Education (A.C.O.T.E.), may be substituted for one year of work experience.
- c. Successful completion of the National Board for Certification in Occupational Therapy (N.B.C.O.T.) certification examination for occupational therapy assistants may be substituted for all of the work experience required.
- d. Successful completion of a bachelor's degree in occupational therapy from a school of occupational therapy accredited at the time of graduation, by the

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Accreditation Council for Occupational Therapy Education (A.C.O.T.E.) 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.

Certification Required:

Basic Life Support (BLS) for Healthcare Workers must be obtained within six months of employment.

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

Health and Physical Requirements: All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without accommodation.

ADDENDUM ATTACHED

Yes No