

NEW YORK CITY HEALTH AND HOSPITALS CORPORATION

Personnel Division
POSITION DESCRIPTION

Issued

3/5/79

Revision

Title code

00343

Position Title
CERTIFIED OCCUPATIONAL THERAPY ASSISTANTPurpose of position:

Under supervision, assists in an occupational therapy program in a health care facility for patients with physical, developmental or emotional handicaps in order to promote their physical and mental rehabilitation and wellbeing.

Major duties:

1. Assists in evaluation of the patient's performance of the activities of daily living and degree of function.
2. Instructs disabled patients in activities of daily living such as washing, dressing, eating, and handling of such corrective devices as braces and wheel chairs.
3. Instructs patients in fine and applied arts and certain pre-vocational activities for mental and physical re-education.
4. Teaches therapeutic arts and crafts, including design in leather, metal, plastics, textile and wood.
5. Assists in design and adapting of equipment and working-living environment and fabricates splints.
6. Participates with supervisor in evaluation of and communication of patient's progress to physician.
7. Assists supervisor in development of a written care plan for integration into a total care plan.
8. Assists supervisor in development of a maintenance program for other patient care personnel for follow-up purposes.
9. Assists supervisor in setting up programs for the guidance of families with handicapped or disabled members in the home.
10. Prepares work materials, maintains equipment and requisitions supplies.
11. Keeps records and makes reports.

Position title

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

Title code

00343

Major duties (continued):

Knowledge and skills required:

1. Current certification and registration with the New York State Education Department as an Occupational Therapy Assistant.

Direct line of promotion:

From: None

To: To be determined