

## OCCUPATIONAL THERAPY AIDE

**GENERAL STATEMENT OF DUTIES:** Performs routine tasks in support of an occupational therapy program in a health care facility and assists in the motivation and treatment of patients\*; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is non-technical work involving assisting in the rehabilitation maintenance regime and general operation of the facility's occupational therapy program. Incumbents may also carry out routine departmental housekeeping and helper tasks as assigned. The position is similar to other non-professional positions in the health care field such as Activities Aides and Physical Therapy Aides, but is concerned entirely with functions in the occupational therapy area. The work is performed under the instruction and supervision of an Occupational Therapist or an Occupational Therapy Assistant. Incumbents receive on-the-job training in routine occupational therapy related duties. Supervision of the work of others is not a responsibility of employees in this class.

**EXAMPLES OF WORK:** (Illustrative only)

- Assists patients in carrying out maintenance regimes as prepared by an Occupational Therapist;
- Prepares and sets up materials and equipment for occupational therapy treatment purposes;
- Observes patients and informs an Occupational Therapist or Occupational Therapy Assistant of any changes in patients' responses to treatment or their maintenance regimes;
- Assists in ordering and maintaining an inventory of supplies;
- Prepares patients for treatment and transports or accompanies them to treatment areas;
- Maintains treatment areas in clean and orderly manner;
- Cleans, repairs and stores occupational therapy equipment and supplies;
- Attends treatment team meetings as required;
- Prepares simple records and reports as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Ability to acquire a working knowledge of the basic principles, and terminology related to the occupational therapy program in a health care facility; ability to acquire a working knowledge of the operation and maintenance of apparatus and equipment used in the occupational therapy program; ability to work with the ill, aged and handicapped persons; ability to observe and communicate patients' responses to treatment; ability to prepare and maintain simple non-medical forms and reports; ability to follow oral and written instructions; sufficient physical strength of lift and support adult patients; good physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:** None is required.

\*The term "patient" should be changed to "resident" when position is used in health related facilities.

Agreed to by Municipal Service Division and State Health Department, July, 1976.  
Based on New York State Hospital Code.