



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT	29	E	10.642

Under direct supervision of a licensed Occupational Therapist (OTR), Certified Occupational Therapy Assistants assist in providing occupational therapy services to assigned individuals in a mental health, mental retardation, or rehabilitation setting; utilize purposeful activity in areas such as activities of daily living, prevocational and vocational training, and participation in sensorimotor, educational, recreational, and social activities to help patients regain physical or mental function or adjust to disabilities; select constructive activities suited to the individual's physical and mental capacity, and interests in order to optimize the patient's level of independence.

Assist with screening, collecting data and interviewing client, family and others; administer structured tests as directed and organize data; summarize, record and report evaluation data to the OTR and make recommendations regarding the continuation or discontinuation of occupational therapy services and/or referral to other types of service.

Assist with development of long and short term goals in collaboration with client, family and significant others to develop, improve, and/or restore the performance of necessary functions including compensation for dysfunction, and/or minimization of debilitation.

Assist in selecting occupational therapy techniques and media, and in determining sequence of activities to attain goals in areas designated; analyze activities and adapt techniques/media as directed to meet client needs; teach/discuss occupational therapy program goals, methods and home implementation techniques with client, family, staff and others; document and report program plans as directed.

Assist in engaging client in therapeutic purposeful activity to achieve goals identified in the treatment plan including: psychological/emotional and independent living/daily living skills; work and play/leisure activities; sensorimotor components such as neuromuscular, sensation, and postural balance; cognitive components of orientation, conceptualization, comprehension and attention span; therapeutic adaptations such as orthotics and assistive/adaptive equipment; prevention such as energy conservation, joint protection, body mechanics and positioning.

Assist in identifying community resources; recruit, select, orient, train, supervise and evaluate volunteers; orient, supervise, and assist in training technicians and fieldwork students as assigned.

Maintain a safe and therapeutic environment; clean assigned areas and equipment; inspect equipment to ensure safe working conditions and provide routine maintenance; store materials and supplies properly to preserve quality and maintain clinic appearance; inventory consumables; and procure necessary materials and equipment to implement therapeutic programs.

Assist with evaluation of occupational therapy services; participate in quality review activities and accrediting reviews.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Current licensure as a Certified Occupational Therapy Assistant by the State of Nevada Board of Occupational Therapy, and current certification as a Certified Occupational Therapy Assistant by the National Board of Certification for Occupational Therapy. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: structure and function of the human body; sensorimotor, psychosocial and cognitive development throughout the life span; human behavior in the context of sociocultural systems; environmental and community effects to health; conditions commonly treated by occupational therapy; occupational therapy principles which emphasize the use of purposeful activities; analysis of activities of daily living, work, and play/leisure; grading and adapting purposeful activity for therapeutic intervention; occupational therapy processes including screening and assessment, treatment planning, and implementation; methods of record keeping to ensure accountability in providing occupational therapy and adequate documentation for the reimbursement of services; professional standards and ethics; safety procedures in the use of tools, supplies and equipment used in occupational therapy. **Ability to:** apply clinical principles to patients/clients receiving therapeutic treatment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: structure and function of the human body; sensorimotor, psychosocial and cognitive development throughout the life span; environmental and community effects on the individual; conditions commonly referred to occupational therapy; occupational therapy principles which emphasize the use of purposeful activities and occupation to enhance role function; analysis of activities of daily living, work, and play/leisure; grading and adapting purposeful activity for therapeutic intervention; occupational therapy process including screening and assessment, treatment planning, and implementation; principles of record keeping to ensure accountability in occupational therapy service provision and adequate documentation for the reimbursement of services; management techniques as related to an occupational therapy program; direction of activity programs; federal and State policies, regulations, and procedures regarding patient/client rights and treatment; safety procedures in the use of tools, supplies and equipment in occupational therapy. **Ability to:** instruct and supervise technicians, volunteers, students, and patients/clients in therapeutic activities, procedures, and treatment modalities; communicate effectively with patients, members of the treatment team and other health care providers regarding patient diagnosis, problems and progress; establish and maintain effective working relationships with patients, supervisor, peers, and other persons involved in the treatment program.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.642

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