

## Job Description / Performance Evaluation

**Title:** Certified Occupational Therapist Assistant

Employer Evaluation

Employee Self Evaluation

**Job Summary:**

A Certified Occupational Therapist Assistant provides coordinated occupational therapy to patients of all age groups under the supervision of a licensed Occupational Therapist.

**Job Classification:** Clinical

**Lines of Authority:** Reports to Director of Clinical Services

**Job Qualifications:**

**Education:** Graduate of an accredited school of occupational therapy assistant with an Associate Degree in Occupational Therapy.

**Licensure:** Current State License to practice occupational therapy.

**Experience:** One year experience as a Certified Occupational Therapy Assistant.

**Skills:** Therapy skills as set forth in the Therapy Practice Act and other regulatory agencies. Good interpersonal skills. Proof of Hepatitis profile.

**Transportation:** Reliable transportation, valid drivers license and current auto liability insurance.

**Environmental and Working Conditions:**

Works in a health care facility or patients home in various conditions; possible exposure to blood and bodily fluids and infectious diseases; ability to work flexible schedule; ability to travel locally; some exposure to unpleasant weather.

**Physical and Mental Effort:**

Ability to do heavy lifting, bending, pulling, pushing and standing. Prolonged standing and walking required. Requires working under some stressful conditions to meet deadlines and patient needs and to meet patient/family individualized psycho social needs. Requires hand-eye coordination and manual dexterity.

**Essential Functions:**

**Evaluation**

Performs services planned, delegated and supervised by the OT.	
Uses effective interpersonal relations and communication skills to participate in teaching the patient and family.	
Completes appropriate documentation in a timely manner.	
Applies concepts of infection control and standard precautions in coordinating/performing patient care activities to prevent contamination and transmission of disease.	
Accepts clinical assignments that are consistent with education and competence to care for patients.	
Meets mandatory continuing education requirements; participates in inservice programs	
Demonstrates commitment, professional growth, and competency.	

**Statement of Understanding:** I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(For Job Description)

**Evaluation Codes:** 1-Does not meet job requirements/expectations    2-Occasionally meets job requirement  
3 -Normally meets job requirements    4-Meets and occasionally exceeds job requirements    5-Regularly exceeds job requirements

**Performance Evaluation Addendum**

**90 Day**

**Annual**

**Date On Site Supervisory Visit Completed:** \_\_\_\_\_ (form attached).

**Comments/Goals Met or Not Met for this evaluation period:** \_\_\_\_\_

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**Employer/Employee Mutual Goals set for the next evaluation period:** \_\_\_\_\_

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**Employee Comments/Response:** \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(For Employer Evaluation / Employee Self Evaluation)

**Evaluator/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_