

Role Description

OCCUPATIONAL THERAPY ASSISTANT (OTA)

QUALIFICATIONS:

1. Must meet licensure requirements as governed by the New Hampshire Office of Allied Health Professionals
2. Experience working with students with special needs preferred.

REPORTS TO:

1. School Principal
2. Occupational Therapist

SUPERVISES:

Not Applicable

JOB GOAL:

To assist in the practice of occupational therapy, under the supervision of a NH licensed occupational therapist. Services to be consistent with NH Statute Chapter 326-C OCCUPATIONAL THERAPIST and the Administrative Rules for Occupational Therapists, NH Office of Licensed Allied Health Professionals.

PERFORMANCE RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

ESSENTIAL JOB FUNCTIONS:

1. Implement the individualized/small group therapeutic program prescribed by the occupational therapist based on goals and objectives.
2. Promote independence in activities of daily living (including dressing and feeding) through problem solving, suggesting adaptations and observation of the student.
3. Observe, problem solve and suggest positioning techniques to enhance educational participation and enhance function.
4. Consult and assist classroom staff through gathering and sharing information at team meetings when requested.

5. Discuss and exchange information about the students assigned with the occupational therapist.
6. Utilize task analysis to suggest techniques to the educational team with regard to feeding, activities of daily living, pre-writing, pre-cutting, and other skills needed for school performance.
7. Collaborate with colleagues and parents in order to share information and expertise to plan and implement effective student programs.
8. Assist occupational therapist in determining extent to which goals and objectives are being met by collecting and maintaining data on individual student goals.
9. Assist therapist in formulating new goals based on data analysis.
10. Complete any documentation as necessary to confirm service delivery.
11. Assume other duties and special projects as assigned by the occupational therapist and/or school administration.

Evaluation: In accordance with District procedures.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

- | | |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Occasionally required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Rarely required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs: | Occasionally required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Not required |
| 8. Carry over 50 lbs: | Not required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull: | Not required |

Hand Manipulation:

- | | |
|----------------------------|--|
| 1. Grasping: | Occasionally required |
| 2. Handling: | Occasionally required |
| 3. Torquing: | Not required |
| 4. Fingering | Frequently required |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines, typewriter, tape recorder, postage meter, calculator |

Other Physical Consideration:

- | | |
|---------------|-----------------------|
| 1. Twisting: | Not required |
| 2. Bending: | Occasionally required |
| 3. Crawling: | Not required |
| 4. Squatting: | Occasionally required |
| 5. Kneeling: | Not required |
| 6. Crouching: | Occasionally required |
| 7. Climbing: | Not required |
| 8. Balancing: | Not required |

Work Surface (s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8
Stand	1 2 3 <u>4</u> 5 6 7 8	1 2 3 4 5 6 7 <u>8</u>
Walk	<u>1</u> 2 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- | | |
|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required. |

Specific Vocational Preparation Requirements:

- | | |
|---|----------|
| 1. Short demonstration only | ___ |
| 2. Any beyond short demonstration up to and including 30 days | ___ |
| 3. 30-90 days | ___ |
| 4. 91-180 days | ___ |
| 5. 181 days to 1 year | ___ |
| 6. 1 to 2 years | ___ |
| 7. 2 to 4 years | <u>X</u> |
| 8. 4 to 10 years | ___ |
| 9. Over 10 years | ___ |

Other Training, Skills and Experience Requirements:

Ability to work with staff, student, parents, and the community.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

12/06/2017