

# Occupational Therapy Assistant Job Description

---

## **Duties and Responsibilities:**

- Responsible for maintaining patients' occupational therapy records by recording the rate of progress of the client for use by the therapist
- Help in educating patients on how to make use of their rehabilitation and/or treatment equipment at home
- Consult the rehabilitation team to select an effective activity or program for patient
- Verify patient information by interviewing them, reviewing and recording patients' medical background/history, and confirming the purpose of treatment
- Assist patients in going through their rehabilitation process and treatment procedures as suggested by the occupational therapist
- Help in feeding patients, clothing them, and generally ensuring that their surroundings are always clean
- Place orders and carry out required maintenance of equipment used in the process of treating patients
- Provide medications for patients as prescribed by the doctor or occupational therapist in charge
- Monitor patients to actually understand their health challenges and make sure that they receive every form of support they need
- Protect the occupational therapy practice by sticking to professional standards, policies, and procedures
- Update occupational knowledge by taking part in professional organizations and reading professional work-related publications
- Keep comprehensive records of billing information of services rendered, thereby enhancing the organization's revenue.

## **Occupational Therapy Assistant Requirements – Skills, Knowledge, and Abilities**

- He/she must have excellent communication ability. There might be also need for extra communication abilities that will help the patients at their different points of need; this may include sign language and facial expressions
- Must be an individual that is highly tolerant, patient, and understanding when dealing with patients
- He/she must have excellent interpersonal skills and must be an easy-going person that is approachable and friendly at all times. This will help patients in overcoming their challenges and generally in their recovery process
- Must have excellent analytical and problem-solving abilities
- Must have the ability to discern patients' needs in a situation whereby they cannot clearly communicate their needs
- Must be someone that pays keen attention to every single detail that has to do with patients
- Must display a high level of flexibility when dealing with patients. This is because the needs of patients certainly differ and require different approaches or solutions
- Knowledge of equipment and methods used in occupational therapy
- Must be a graduate of occupational therapy assistant program
- A minimum of 2 years on-the-job experience in a similar role
- Necessary certification as an occupational therapy assistant within the area/locality of practice.