



DATE ISSUED: 01/09
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Occupational Therapy Assistant

JOB SUMMARY

Employees in this classification are experienced Occupational Therapy Assistants responsible for developing and testing a cultural intervention” developed by occupational therapy and nursing faculty at Texas Woman’s University. The position involves forming groups and leading group interventions in long-term care facilities. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Occupational Therapy

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Performs required orientations and protocol trainings.
Works with long-term care staff to ensure that participants attend group sessions.
Conducts group activities in accordance with group protocols.
Maintains an attendance log and document reasons for non-attendance.

ADDITIONAL DUTIES

Responsibilities also include administration of questionnaires to elders and entering results into data management systems.
Performs other duties as requested.

EDUCATION

Licensed Occupational Therapist or Certified Occupational Therapy Assistant

EXPERIENCE

One year experience in a Certified Occupational Assistant Program, hospital or clinic environment. Experience in leading groups, previous long-term care work experience, and strong interpersonal relationship skills, Experience in basic administrative tasks, computer skills, and interest in research.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to follow oral and written directions.

Ability to observe pertinent details.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively - orally, by phone, in person, and in writing.

Ability to respond in emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May

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be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office and/or laboratory setting. The noise level in the work environment is low to moderate. The employee may be required to travel. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.