Healthcare Professional Job Description – COTA

Job Description:

The Occupational Therapist Assistant will test and evaluate patients' physical and mental abilities and analyze the data to determine realistic rehabilitation goals. You will select activities necessary to help individuals learn life-management skills within limits of their mental and physical capabilities. The successful candidates will also administer a team-oriented program to restore maximum function, including life skills, perceptual motor abilities, sensory function and adjustment to disability. Collaborates with other professional disciplines to ensure effective and efficient patient care delivery and the achievement of desired patient outcomes. Applies knowledge of age-specific competencies and cultural diversity in the provision of patient care. Utilizes safe practices to minimize potential exposure to internal and external hazardous materials including but not limited to: blood and blood borne pathogens, infectious/communicable diseases, noise, excessive physical injury from patients, airborne dusts, fumes, and gases. Performs required duties at a high level, with minimal orientation. May be required to “float” outside of primary assignment location to another clinical assignment for which s/he is qualified to work. Remains flexible regarding work schedule to meet client staffing requirements.

Job Knowledge / Responsibilities:

General Duties

- Provides patient care as an Occupational Therapy Assistant to patients in assigned facility (or facilities).
- Assists in the assessment, treatment, and implementation of patient care in accordance with the State Practice Act specific to the state in which the assignment is located.
- Assist patients under direction of an Occupational Therapist to maximize their potential in activities of daily living including areas of self-care, meal time skills, and manipulation skills
- Performs routine occupational therapy care to assigned patients
- Carries out observations and assists OT in administering formal evaluations
- Maintains written reports and records on interventions
- Constructs adaptive equipment, self-help devices as recommended by OT
- Assists OT to instruct and educate patients and families
- Participates in hospital educational programs as requested.
- Perform related duties and responsibilities as required.

Documentation

- Properly and accurately documents/charts observations and other data related to the clinical condition of the patient.

Age Specific

- Delivers age appropriate care for the patient population.
Continuing Education
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Attends and participates in continuing education programs to monitor proficiency, expand current knowledge and enhance professional excellence. Willingly shares knowledge and provides clinical orientation to other members of the staff.

Confidentiality
- Preserves and protects patient and client confidentiality in all situations and with all documentation.

Safety
- Maintains safe and clean working environment by complying with safety procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Follows hospital policy when disposing of biohazardous materials, labeling and handling of all materials.

Compliance
- Adheres and adapts to client goals, objectives, and standards of performance, policies and procedures.
- Complies with all Health Carousel policies

Attendance Punctuality
- Maintains consistent and reliable attendance and complies with company guidelines on attendance

Demonstrates professionalism as a contract healthcare professional by being punctual and dependable for assigned/confirmed shifts.

Physical Requirements:
- Standing or stooping for long periods of time.
- Mild physical labor to complete the tasks at hand.
- Exposure to blood, chemicals, and other bodily fluids.
- Heavy lifting.
- Other physical demands that coincide with the duties of an Occupational Therapist. Assistant.

Qualifications:

Education
- Graduate of an accredited occupational therapy assistant curriculum.

Licensure
- Licensed (or eligible for licensure) as required in the state of practice.
- Able to practice within their profession per state guidelines.

Certification
- Certifications appropriate to the position and clinical setting
Experience
• One or more years of experience as COTA preferred.
• Previous experience as a traveling COTA is preferred for travel assignments

Systems Experience
• Basic computer knowledge (Word and Excel) and skills in rehabilitation-related systems or other electronic medical records systems is desirable.

Clinical Settings
• BLS / CPR and other certification as determined by specialty and clinical setting Able to meet the physical requirements of the position
• For clinical settings, additional requirements may apply and change without notice, including, but not limited to, competency assessment, criminal background check, health clearance and hospital compliance training.

Company
• Successfully pass Company pre-employment drug test and periodic and random thereafter
• Effective time management skills
• Proficient verbal and written English communication skills
• Two professional references
• Citizen of the United States or authorized to work in the U.S.
• Additional requirements may be applicable by client assignment.