



5.8a Certified Occupational Therapist Assistant

Job Title: Certified Occupational Therapist Assistant (COTA)
FSLA Classification: Non-Exempt
Department: Therapy
Supervisor: Rehab Director

Job Summary

Under the direction and supervision of the Occupational Therapist, the Certified Occupational Therapist Assistant provides occupational therapy services to the participants of Fresno PACE following the plan of care of the Occupational Therapist

Essential Job Functions

- Assist the Occupational Therapist in the treatment of Fresno PACE participants who have medical problems and health-related conditions that limit their abilities to move and perform functional activities in their daily lives.
- Provide regular updates to Occupational Therapist on participants' status in therapy
- Train participants and follow through with adaptive equipment and durable medical equipment (DME), such as shower chairs, hip kit, and sock aide.
- Assist in ensuring participant and staff safety.
- Participate in meetings as indicated (morning, team, family, nursing facility, assisted living facility, and hospital).
- Provide treatment as indicated, following the plan of care from Occupational Therapist's Assessment.
- Work as part of rehab team to provide Occupational Therapy services under the direction and supervision of the Occupational Therapist.
- Educate staff, participants, and family on therapy services available in the rehab department.
- Demonstrate an ability to utilize appropriate safety measures and treat participants with respect when providing care.
- Instruct, and supervise other staff, and/or family members on therapy program to be carried out by individuals other than the Occupational Therapist/COTA.



- Assist in observing participants and collaborate with Occupational Therapist regarding progress or decline of participant.
- Train and supervise restorative aides as assigned, including all areas of performance consistent with departmental policies; report as required to supervisor regarding these issues.
- Provide orientation and training in regards to body mechanics, and lift equipment to staff as requested.
- Complete documentation in a timely manner; write daily notes and progress reports.
- Adjust schedule as needed to meet the needs of Fresno PACE participants.
- Maintain confidentiality regarding participant, staff, contractor, and organizational information.
- Communicate observed staffing needs/changes and further program development needs to supervisor.

Non-Essential Job Functions

- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's policies, practices, and procedures.
- Accept assigned duties in a cooperative manner, and perform all other related duties as assigned by supervisor.
- Be flexible in the schedule of hours worked.

Working Conditions and Physical Demands

The working conditions and 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.

- Ability to access all areas of the center throughout the workday
- Ability to lift up to 50 pounds occasionally, 25 pounds frequently, and 15 pounds constantly; required to obtain the assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling
- Ability to taste and smell required
- Ability to communicate verbally with excellent comprehension of the English language
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment



Experience

- Minimum of one (1) year of documented experience working with a frail or elderly population; appropriate clinical placement experience may be substituted

Knowledge, Skills, and Abilities

- Ability to cope with mental and emotional stress related to the position
- Ability to function independently and to work effectively and in a collegial manner with all members of the interdisciplinary team, co-workers, and department heads
- Ability to relate to the public and government agencies in a pleasant, patient, and professional manner
- Well-organized, dependable, flexible, and resourceful
- Must have excellent communication skills

Education and Certification

- Associate degree in occupational therapy from an accredited program
- Current license in the state of California
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact
- Current CPR is required before engaging in direct participant contact

Acknowledgment

I have read the above Certified Occupational Therapist Assistant job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all the essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Fresno PACE for this position. This job description is not intended to give rise to contractual rights or obligations or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Fresno PACE reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.



I understand that employment at Fresno PACE is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Fresno PACE at any time and for any reason.

Employee Signature

Date

Fresno PACE Representative

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Written Date	08/01/2014	Revised Date	
Reviewed Date	06/21/2017	Discontinued Date	
Approved By and Title: QAPI Committee			