

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	CERTIFIED OCCUPATIONAL THERAPIST Assistant	Grade	11
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Department	REHABILITATION SERVICES	Exempt	
Immediate Supervisor	OCCUPATIONAL THERAPIST	Workweek	X
Supervisor next in line	DIRECTOR REHABILITATION SERVICES	Non-exempt	

POSITION SUMMARY

Carries out specific treatment programs for patients according to the principles and practices of Occupational Therapy.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Completion of an accredited Occupational Therapy Assistant program.
Licensure in the state of Montana

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Treat patient within established occupational therapy guidelines.
- 2 Keep appropriate documentation records (daily logs, progress notes, discharge notes etc.)
- 3 Fill out daily Chargemaster sheets.
- 4 Maintain open lines of communication within department, between departments and with the physicians.
- 5 Provide appropriate inservices to staff members.
- 6 Assist with compiling Q.A. data reports.
- 7 Participates in meetings and events as required and requested.
- 8 Completes other duties as assigned.

Knowledge, Skills, Abilities:

Knowledge to be able to treat a wide variety of patients in an in-patient, out-patient, nursing home, home health setting, and school setting.

Ability to adapt to fluctuations in work loads.

Ability to communicate and work effectively with patients, co-workers, visitors, families, physicians and the general public.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency

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	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids
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OTHER EXPOSURE for this position:

	Radiation	
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	Noise	
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	Other (Specify)	
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PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
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	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
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	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
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X	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
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	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly
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I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

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Employee's Signature	Supervisor's Signature	Date
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