



Example of Certified Occupational Therapy Assistant Job Description

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Our innovative and growing company is looking for a certified occupational therapy assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for certified occupational therapy assistant

- Be responsible for home care coordination
- Optimizing functional abilities and skills of patients in facilities
- Assisting in screening and initial evaluation of all patients
- Implementing treatment for all assigned patients and delivering treatment according to the established treatment plan
- Accurately documenting progress toward objectives and communicating patient status and needs to the patient, the patient's family, the staff and other professionals
- Reporting the patient's progress to occupational therapists
- The COTA will be responsible for maintaining patient records
- Helping injured workers improve their motor skills and re-enter the labor force
- Teaching individuals with learning disabilities to prepare meals or to use public transportation and increase their independence
- Following treatment plan developed in collaboration with occupational therapist by teaching techniques

Qualifications for certified occupational therapy assistant

- Attend and participate in service reporting meetings and other meetings as requested

- Ensure all issued equipment and supplies are in proper working order and in a state of cleanliness
- Perform valet/renew/refresh procedures at all designated times following instructions given
- Participate in Clinical Conference meetings
- Participate as needed in weekend and holiday visit coverage