

**OCCUPATIONAL THERAPY ASSISTANT 2****Nature of Work**

Under limited supervision of a licensed occupational therapist will provide advanced level occupational therapy services to assigned individuals. Performs services under the orders of a physician or other professional recognized by the West Virginia Occupational Therapy Practice Act. Conducts or delegates occupational therapy treatment to be performed. Documents assessment and treatment appropriately and according to department policy. Participates in program development. Trains health care staff and caregivers. May supervise occupational therapy assistant field work students, health service workers and support personnel. Performs related work as required.

**Examples of Work**

Contributes to program planning and development.  
Serves as a resource person to the agency in areas of specific expertise.  
Provides in-service training to other members of the rehabilitation team and the public.  
Assists with data collection and evaluation under the supervision of a licensed occupational therapist.  
Implements and coordinates intervention plans.  
Adapts intervention environment, tools, materials, and activities according to the needs of the individual and his/her sociocultural context.  
Collaborates with a licensed occupational therapist concerning treatment goals and treatment plans.  
Responsible for the inventory of supplies and makes recommendations for replacement and new items.  
Communicates, instructs and interacts with other team members and the client's family or caregivers.  
Identifies and pursues professional growth and development opportunities.  
Follows policies and procedures required in a work setting.  
Maintains records and documentation required by work settings.  
Schedules and prioritizes own workload.  
Participates in the development of policies and procedures in collaboration with a licensed occupational therapist.

**OCCUPATIONAL THERAPY ASSISTANT 2 (CONT'D)**

**Knowledge, Skills and Abilities**

- Knowledge of treatment techniques used in occupational therapy.
- Knowledge of the policies and procedures in the work setting.
- Ability to administer a variety of treatment techniques used in occupational therapy.
- Ability to follow treatment plans and instructions, and to recommend change to facilitate and enhance the client/patient's progress and functional abilities.
- Ability to supervise others.
- Ability to maintain accurate records and relate client/patient treatment and progress through verbal and written records.
- Ability to work efficiently and effectively with client/patients, caregivers and staff of various ages, mental and physical abilities and socio/cultural/ethnic backgrounds.
- Ability to utilize feedback obtained from supervisor.

**Minimum Qualifications**

- Training:** Current license or temporary permit issued by the West Virginia Board of Occupational Therapy to practice as an Occupational Therapy Assistant.
- Experience:** Four years of full-time or equivalent part-time paid professional employment in occupational therapy, one of which must have been directing and assigning work of others or in a supervisory capacity.

Established: 10/17/02  
Effective: 12/1/02