



Certified Occupational Therapy Assistant

Orchard Manor is recruiting for a Certified Occupational Therapy Assistant. Under the direction of the occupational therapist, the occupational therapy assistant provides and assists in various types of treatment which may include but not limited to activities of daily living, ambulation, transfers, mobility, wheelchair management, gathering vital signs, orthotic usage, training of staff and families and utilizing modalities. The occupational therapy assistant is responsible for proper charting and documentation in legal charts and in communication among other departments. **This is a non-benefit eligible position working a minimum of 40 hours per two-week pay period.**

Minimum Qualifications:

Education:

1. High School Graduate
2. Associate's degree from an accredited Occupational Therapy program
3. Current Wisconsin license as an Occupational Therapy Assistant in good standing
4. Current Wisconsin driver's license in good standing

Experience: Experience working in long term care preferred

How to Apply: An [Orchard Manor Employment Application](#) and [job description](#) may be obtained at www.co.grant.wi.gov or by contacting Orchard Manor's HR/Payroll Assistant at (608)723-2113. **Letter of interest, resume, and Orchard Manor Application are required and will be accepted at the following location:**

**HR/Payroll Assistant
Orchard Manor
8800 Hwy 61
Lancaster WI 53813**

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

GRANT COUNTY JOB DESCRIPTION

TITLE: Certified Occupational Therapy Assistant (COTA)

DEPARTMENT/ AGENCY: Orchard Manor

IMMEDIATE SUPERVISOR: Occupational Therapist / Rehabilitation Manager

PAY GRADE: OM H

FLSA: Not Exempt

NATURE OF WORK

Under the direction of the occupational therapist, the occupational therapy assistant provides and assists in various types of treatment which may include but not limited to activities of daily living, ambulation, transfers, mobility, wheelchair management, gathering vital signs, orthotic usage, training of staff and families and utilizing modalities. The occupational therapy assistant is responsible for proper charting and documentation in legal charts and in communication among other departments.

MINIMUM QUALIFICATIONS

Education:

1. High School Graduate
2. Associate's degree from an accredited Occupational Therapy program
3. Current Wisconsin license as an Occupational Therapy Assistant in good standing
4. Current Wisconsin driver's license in good standing

Experience: Experience working in long term care preferred

Knowledge, Skills and Abilities:

1. Must have ability to learn computer documentation systems
2. Must be able to prioritize duties and effectively manage time
3. Must be able to professionally communicate with all clients, staff and families
4. Must be able to work other than normal working hours and days when needed or deemed necessary.
5. Must be able to work in a variety of settings.

ESSENTIAL FUNCTIONS

1. Utilizes sound clinical judgment in planning, implementation and monitoring of client's plan of care
2. Regularly consults with and communicates with occupational therapist and/or other therapists regarding treatment plans, treatment ideas, department needs and other pertinent information needed for department to run smoothly and for client care to be completed efficiently and effectively
3. Completes documentation in a timely, legible, efficient and accurate manner and in such a way to meet the profession's and facility standards
4. Performs home safety treatments/evaluations and makes recommendations that are clearly communicated to the client and/or client's family
5. Provides home exercise programs and/or restorative therapy programs for clients upon discharge
6. Attends client care conferences and communicates physical therapy progress and recommendations
7. Educates staff and/or client and family on therapy recommendations which could include: ROM, body mechanics, transfers, gait, wheelchair positioning, energy conservation, or any other therapy related topics
8. Upon request from other staff, screens clients for need for potential therapy services, transfer recommendations or any other therapy related concerns
9. Performs treatment related to meal preparation, medication management and other activities of daily living

10. Document and maintain accurate service related records, including assisting in developing treatment protocols, daily data collection, daily treatment notes, and billing records
11. Assists in keeping track of and ordering necessary therapy supplies
12. Maintains department and equipment in good order
13. Other duties and requirements as assigned/delegated

SUPERVISION RECEIVED

Supervision is provided by the Occupational Therapist and Rehabilitation Manager

SUPERVISION EXERCISED

None

PHYSICAL AND MENTAL DEMANDS/REQUIREMENTS

The physical and mental demands of this job requires that the employee is frequently required to stand, walk, bend, crouch, lift, pull, carry and push wheelchairs and assist residents, as well as mentally manage and prioritize duties and tasks. The physical and mental demands are representative of abilities that an employee must be able to successfully complete in order to perform the essential functions of this position.

Specific requirements include but are not limited to:

1. Use proper body mechanics to frequently transfer, lift, turn or assist a client to/from bed, wheelchair, mechanical lift, toilets, tubs, furniture etc. This requires the ability to push, pull and lift weight up to 75 lbs. unassisted
2. Push/pull residents weighing up to 300 lbs. in wheelchairs, geri-chair or mechanical lifts and/or reposition in bed
3. Stand or walk up to 90% of an 8-hour day
4. Stoop, bend, squat, twist and kneel to assist in resident treatment
5. Reach overhead to reach for supplies or demonstrate treatment techniques
6. Use hands and arms to position residents, manipulate items and utilize equipment including computers
7. Able to speak and understand English to communicate with clients, co-workers and families.
8. Able to see/read written documentation and adequately visualize the environment for client's safety
9. Able to hear and distinguish normal sounds including conversational levels and building alarms
10. Attend to task at hand from 10-60 minutes to perform minimal to fine detailed work related tasks
11. Comprehend verbal and written messages and assignments and follow directives

EQUIPMENT

Computer, printer, copy machine, fax machine, telephone, file cabinets, mechanical lifts, hospital beds, kitchen equipment (stove, refrigerator, coffee pot, toaster etc.) nustep, all other therapy equipment

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

11/12/2019