



DATE ISSUED: 01/09
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Certified Occupational Therapy Assistant

JOB SUMMARY

Employees in this classification are experienced Certified Occupational Therapy Assistants responsible for developing and testing a cultural intervention” developed by occupational therapy and nursing faculty at Texas Woman’s University. The position involves forming groups and leading group interventions in long-term care facilities. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Student Health Services

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Be available for required orientations and protocol trainings.
- Work with long-term care staff to ensure that participants attend group sessions.
- Conduct group activities in accordance with group protocols.
- Maintain an attendance log and document reasons for non-attendance.

ADDITIONAL DUTIES

- Responsibilities also include administration of questionnaires to elders and entering results into data management systems.
- Performs other duties as requested.

EDUCATION

Licensed Occupational Therapist or Certified Occupational Therapy Assistant

EXPERIENCE

One year experience in a Certified Occupational Assistant Program, hospital or clinic environment. Experience in leading groups, previous long-term care work experience, and strong interpersonal relationship skills, Experience in basic administrative tasks, computer skills, and interest in research.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to follow oral and written directions.
- Ability to observe pertinent details.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to respond in emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

Certified Occupational
Therapy Assistant
Date Issued: 01/09
FLSA: Exempt
PTO: VCS

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office and/or laboratory setting. The noise level in the work environment is low to moderate. The employee may be required to travel. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

*Certified Occupational
Therapy Assistant
Date Issued: 01/09
FLSA: Exempt
PTO: VCS*

All positions at Texas Woman's University are deemed security sensitive requiring background checks.