

**JOB TITLE: OCCUPATIONAL THERAPY ASSISTANT**

**JOB DESCRIPTION:**

This employee is responsible for assisting the occupational therapist.

Duties of this position include but are not limited to:

1. Assisting the Occupational Therapist:
  - a. Evaluations and re-evaluations under the supervision of the occupational therapist.
  - b. The maintenance of medical, staffing, and evaluation records.
  - c. The design and construction of adaptive equipment, assistance devices and orthotic devices.
  - d. Contacting physicians, agencies, and other persons to obtain information as requested by the therapist.
  - e. Preparing materials for the therapist.
  - f. Collecting of materials and equipment used in providing therapy.
  - g. Maintaining equipment used in the therapy lab.
  - h. Collection of pertinent data.
  - i. Providing clerical support.
2. Assisting Students:
  - a. Providing occupational therapy to students under the supervision of the therapist.
  - b. With the performance of daily activities.
3. Continuing professional growth by means educational meetings, workshops, visiting related facilities, and reading professional literature.

**REQUIRED QUALIFICATIONS:**

Licensed as an occupational therapy assistant in Florida by the Board of Medical Examiners.

**DESIRED QUALIFICATIONS:**

1. Experience in a like position.
2. Experience in pediatric therapy.