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 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.