

**BROCKTON VISITING NURSE ASSOCIATION
JOB DESCRIPTION**

TITLE: CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

REPORTS TO: CLINICAL MANAGER

POSITION SUMMARY:

The Certified Occupational Therapist Assistant (COTA) works in a team relationship with Occupational Therapist in carrying out occupational therapy services for patients in their homes or place of residence. Adheres to all BVNA policies including, but not limited to, Confidentiality Agreement, Personnel Policies, Clinical Policies and Procedures, professional code of ethics and practice standards.

RESPONSIBILITIES:

- Coordinates with Occupational Therapist (OT) to receive periodic supervision that ensures safety and welfare of patients. Recommends to the OT revisions to the plan of care.
- Follows plan of care as outlined by OT.
- Administers active, active assist and passive manual therapeutic exercises.
- Administers training for activities of daily living skills, homemaking skills, transfers, functional mobility skills and cognitive/perceptual skills.
- Documents treatment, responses and progress according to BVNA charting protocols.
- Communicates weekly schedule in writing to Rehabilitation Manager.
- Communicates with the OT and other practitioners to obtain additional patient information, suggests revisions in plan of care including identification of other professional services needed, and integrates occupational therapy treatment with other aspects of patient's health care.
- Instructs, motivates, and assists the patient in learning and improving functional skills.
- Instructs and assists family members in the carrying out of patient's treatment plan and education to be continued at home. Teaches patients/significant other(s) skills and techniques required for participation in activities and evaluates patient's progress.
- Demonstrates ability to skillfully manage caseload.
- Seeks educational and professional opportunities to improve competence.
- Is responsible for maintaining state licensing that is current and in good standing
- Responsible for interdisciplinary assessment
- Required to participate in Quality Assessment Performance Improvement Program and HHA sponsored in-service Training
- Performs miscellaneous related duties as assigned.

QUALIFICATIONS:

- Possesses current Massachusetts Occupational Therapist Assistant license
- One year of experience as an Occupational Therapist Assistant in a home health setting
- Proficiency in safe COTA practice
- Ability to work collaboratively with the Brockton VNA team
- Ability to strictly adhere to confidentiality requirements
- Possesses current driver's license and reliable vehicle