

**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

STANDARDS:

Demonstrates a commitment to the provision of superior home health services, community education, and health promotion outlined in the Mission Statement, and to our values. Demonstrates skills to assist clinicians and to follow through to meet deadlines and timeframes.

Communicates a positive image and working philosophy of the BVNA and establishes and maintains a professional relationship with patients, coworkers, and others.

All employees of BVNA are expected to display the highest standards of service excellence and embody the BVNA's motto of "More than you'd expect from home care." In order to do so, the BVNA's values (shown below) will be demonstrated throughout the course of each employee's daily activities. As each employee's roles and responsibilities may be unique, these values will also be demonstrated in a way that is unique, but supportive of the employee's overall goals and the BVNA's mission and vision. Specific expectations will be made and agreed upon between the employee and his/her manager at the time of hire and throughout the year as needed.

TEAMWORK **Through teamwork, we are committed to achieve great things.**

EXCELLENCE **We are professions achieving exceptional results.**

COMPASSION **We are accountable and responsible for the success of the Agency.**

COMMUNITY **It's all about you!**

Adheres to BVNA's and Professional Code of Ethics. Communicates a positive image and working philosophy of the BVNA and establishes and maintains a professional relationship with patients, coworkers, and others.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

() New
(X) Revised

Date: January 2018, October 2022, May 2023

Employee signature

Date

Manager signature

Date

HR/Job Descriptions/COTA – revised 10/22

