

**JOB DESCRIPTION**  
**Certified Occupational Therapy Assistant (COTA)**

**JOB SUMMARY:**

A Certified Occupational Therapy Assistant (COTA) administers occupational therapy to patients on an intermittent basis in their place of residence. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Occupational Therapist and Director of Clinical Services/Clinical Manager.

**QUALIFICATIONS:**

1. A person who is a graduate and meets the requirements for certification as an Occupational Therapy Assistant from a program accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (AOTO).
2. Certification is maintained by the National Board for Certification in Occupational Therapy, Inc.
3. Currently certified in the state(s) in which practicing.
4. Is licensed or otherwise regulated, if applicable, as an Occupational Therapy Assistant by the State in which practicing, unless licensure does not apply.
5. Two (2) years' experience, preferred.

**RESPONSIBILITIES:**

1. Understands and adheres to established Agency policies and procedures.
2. Improves or minimizes residual physical disabilities of the patient.
3. Returns the individual to optimum and productive level within the patient's capabilities.
4. Participates with all other home care personnel in patient care planning.
5. Performs all skilled procedures as ordered by physician and according to the plan of care established by the OT.
6. Consults with OT regarding change in treatment.
7. Instructs patients and family members in home programs and fine motor movement exercises.
8. Participates in in-service education and presents inservice programs as assigned.
9. Participates in QAPI activities as assigned.
10. Attends all patient care conferences as scheduled.
11. Prepares medical records and updates care plans for each patient visit in a timely manner as per Agency policy.
12. Performs services planned, delegated and supervised by the OT.
13. Assists in preparing clinical and progress notes.
14. Participates in educating the patient and family.

**WORKING ENVIRONMENT:**

Works indoors in Agency office and patient homes and travels to/from patient homes.

*Job Description/Evaluation – Certified Occupational Therapy Assistant (COTA) (continued)*

JOB RELATIONSHIP:

1. Supervised by: OT/Director of Clinical Services/Clinical Manager

RISK EXPOSURE:

High risk

LIFTING REQUIREMENTS:

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for extended period of time while standing and being involved in physical activity.
- Moderate lifting.
- Ability to do extensive bending, lifting and standing on a regular basis.

I have read the above job description and fully understand the conditions set forth therein, and if employed as a Certified Occupational Therapy Assistant, I will perform these duties to the best of my knowledge and ability.

\_\_\_\_\_  
Date

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Signature