



# Wallowa County Health Care District

**JOB TITLE:** Pediatric Certified Occupational Therapy Assistant

**FLSA STATUS:** Hourly- Union

**DEPARTMENT:** Therapy Department

**DATE:** April, 2024

**REPORTS TO:** Therapy Supervisor

**APPROVED BY:** Therapy Director/CEO

## **JOB SUMMARY:**

Functions primarily in skilled pediatric occupational therapy care. The Certified Occupational Therapy Assistant works under the Occupational Therapist's direction using initiative to implement the plan and utilize all available resources.

## **MISSION, VISION and VALUES adherence:**

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

**ESSENTIAL DUTIES and RESPONSIBILITIES:** includes the following and other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Carry through with patient plans of care as set forth by the Occupational Therapist for pediatric patients including diagnosis of Autism, Down Syndrome, Sensory Processing, Trauma, ADHD, and other genetic disorders.
- Directs and aids patients in active and passive exercises, muscle re-education, activities of daily living, transfer activities, functional training, prosthetic training, safety and education.
- Gives advice and provides support for family members.
- May be required to provide occupational therapy services within the Education Service District within the county.
- Provides education for safe and effective participation in I/ADL's implementing adaptations and modifications when appropriate.
- Demonstrates effective communication skills and maintains good relationships with colleagues, medical staff, patients and guests.
- Instructs patients in care and use of DME/AE as appropriate.
- Informs family on patient's therapy program when applicable and provides caregiver training when appropriate.
- Prepares accurate clinical notes for clear communication of care with Occupational therapist, as well as therapy summaries per departmental requirements.
- Is responsible for their continuing education requirements for license.
- Treat patients in a variety of settings including inpatient, outpatient and home visits.
- Follows the Occupational Therapy Code of Conduct set forth by the American Occupational Therapy Association.
- Adheres to regulations set by Licensing Board in the State of Oregon.



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## **QUALIFICATIONS and EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty competently.

- Graduate from a Certified Occupational Therapy Assistant educational program.
- A license from the Oregon Occupational Therapist Licensing Board is required annually.
- Current CPR certification required.
- Current Driver's License.

## **CORE COMPETENCIES:**

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

## **POSITION SPECIFIC COMPETENCIES:**

- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation — Actively looking for ways to help people.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Instructing — Teaching others how to do something.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.



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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WCHCD CODE of CONDUCT and CONFIDENTIALITY STATEMENT:**

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

I have read and understand the above job description.

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Employee Signature

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Date: