

POLICY AND PROCEDURE MANUAL

JOB DESCRIPTION: OCCUPATIONAL THERAPY ASSISTANT

REPORTS TO:	Clinic Manager	FLSA STATUS	Exempt
DATE(INITIAL REVIEW)		APPROVED BY	
DATE (LAST MODIFIED)		APPROVED BY	

Summary:

Seeking a dedicated, patient-focused Occupational Therapy Assistant (OTA) to work under the direction and supervision of a licensed Occupational Therapist (OT), specializing in upper extremity rehabilitation. This role supports patients in restoring functional skills, improving mobility, and managing pain following injury, surgery, or other conditions affecting the arm, wrist, or hand. Enjoy a collaborative, team-oriented environment with a manageable caseload.

Key Responsibilities:

- Implement treatment plans as directed by the supervising Occupational Therapist, focusing on upper extremity rehabilitation within OTA scope of practice under Texas law.
- Provide therapeutic activities, exercises, manual therapy techniques, and modalities as delegated.
- Assist with splinting activities, including fitting and adjustments, under OT supervision.
- Educate patients and caregivers on home exercise programs, joint protection, ergonomics, and functional adaptations.
- Monitor and document patient progress, communicating changes to the supervising OT for plan adjustments.
- Maintain accurate, timely, and compliant documentation according to clinic policies and payer guidelines.
- Assist in overseeing occupational therapy technicians and students as delegated by the supervising OT.
- Participate in clinic operations, equipment maintenance, and community engagement activities.

Required Skills & Competencies

- Strong clinical reasoning and problem-solving abilities.
- Excellent interpersonal and communication skills for effective patient and team interactions.
- Proficiency in therapeutic exercise, manual therapy, splinting, and use of occupational therapy equipment.
- Ability to adapt treatment plans based on patient progress and feedback.
- Strong organizational skills for accurate documentation and time management.
- Commitment to evidence-based practice, lifelong learning, and upholding OrthoLoneStar's values and guiding behaviors.

Qualifications

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- **Education:** Associate degree from an ACOTE-accredited Occupational Therapy Assistant program.
- **Experience:** One to two years of outpatient orthopedic or hand therapy experience preferred.
- **Language Ability:** Ability to read, analyze, and interpret medical records, therapy protocols, and scientific literature; respond to inquiries from patients, insurance agencies, and regulatory bodies.
- **Math Ability:** Proficiency in applying measurements, percentages, and ratios to patient care activities.
- **Reasoning Ability:** Ability to identify patient needs, report findings, and follow through on delegated care within scope.
- **Computer Skills:** Proficiency with Microsoft Office Suite and basic EMR/PM software.
- **Licensure:** Current Occupational Therapy Assistant license in Texas, displayed in accordance with the Texas Occupational Therapy Practice Act.
- **Supervisory Responsibilities:** May oversee Occupational Therapy Technicians and students as delegated by the supervising OT.

Working Conditions & Physical Demands

- **Noise Level:** Moderate.
- **Travel:** Primarily works at one clinic but may occasionally travel between locations to provide patient care; travel is not reimbursed.
- **Physical Requirements:** Regularly required to sit, talk, and hear; frequently stand, walk, use hands, bend, stoop, lift up to 50 lbs (frequently) and 70 lbs (occasionally), climb, balance, kneel, crouch, or crawl.
- **Vision Requirements:** Close vision, peripheral vision, and ability to adjust focus; ability to spend 4–5 hours daily in front of a computer

The job duties listed in this job description may not be inclusive of all requirements of this position. Other duties may be assigned by your supervisor through a written request.

I have read the document and understand the requirements for this job description.

Employee Signature

Date

Supervisor/Manager Signature

Date