



# BELIEVE THERAPIES

therapy that works

## DIVISION 4: OCCUPATIONAL THERAPY ASSISTANT JOB DESCRIPTION

**Purpose:** The purpose of the occupational therapy assistant is to treat clients, assisting in the achievement of their plan of care through specific goals to move the client towards his or her maximal level of independence and/or function.

**Product:** Highly satisfied clients who complete their full programs and refer their family and friends to Believe Therapies.

### POST FUNCTIONS

- Deliver and report on occupational therapy treatment for all clients
- Maintain accurate documentation of treatment within company timelines
- Utilize evidence-based practice and skills to assess, plan, and evaluate interventions
- Ensure that clients and families receive the highest quality of service through a caring and compassionate quality of service
- Work with other health care professions, providing education and training as required
- Maintain client confidentiality and follow all HIPAA and company policies and procedures
- Train new occupational therapy team members on job post functions
- Maintain safety of clients and staff by following all cleaning policies and procedures
- Perform other duties as delegated, required or requested

### SKILLS NEEDED

### QUALIFICATIONS

Must be licensed and/or eligible for licensure as required in the state of Texas, maintain current CPR certification, really enjoy working with others at all levels, must be able to manage self by statistics and abide by conditions.

### SCHEDULE

This position is Full-time, per your individual employee contract. Attendance is very crucial in this position so all time-off and lateness must be worked out beforehand when possible.

### MAIN STATISTICS AND PRODUCTION QUOTAS

- Billable Hours

Quotas will be set weekly or monthly (depending on the statistic) and are expected to be met within the first 30 days and consistently thereafter. The expectation is that all statistics will be maintained at the condition of Normal or better.

### VALUABLE FINAL PRODUCT

Clients who demonstrate optimal functioning in their daily lives and decreased family stress resulting in the referral of our services to others.