

POSITION DESCRIPTION

Position Title:	Occupational Therapy Assistant (OTA)
Reporting to:	Centre Operations Manager
Business Area:	Care and Services
Location:	Residential Care

PRIMARY OBJECTIVES:

The role of the OTA is to plan and organise staff to carry out therapeutic activities under the direction and supervision of an Occupational Therapist, Manager and or Registered Nurse.

KEY RESPONSIBILITIES:

- *Prepares and assists fellow OTA staff to conduct resident activities and outings correctly and safely*
- *Assists and ensures the records, statistics and progress notes are completed as required by the Occupational Therapist.*
- *Assists with mobilising and transferring residents – moving from place to place and position to position.*
- *Assists with residents' personal care needs to the extent necessary to ensure resident safety, comfort and satisfactory completion of planned programs*

PERFORMANCE INDICATORS:

- *Maintain accreditation compliance with all four standards;*
- *Complies with Amana Living policies and procedures; and*
- *Attends and actively participates in compulsory training sessions and meetings*
- *Contributes to the continuous improvement of own work practices and acts to enhance the professional development of self.*

KEY PHYSICAL REQUIREMENTS:

The work undertaken by an Occupational Therapy Assistant involves fairly constant physical activity varying from a low to high intensity but predominantly of a low-medium intensity. Their main role involves conducting programs to promote and/or maintain function through individual and group activity sessions. The following physical requirements are therefore required:



Lift up to 10kgs between waist and floor height, occasionally lift up to 5kgs above shoulder level, carry up to 10kgs over short distances, push/pull of w/chairs, tub chairs for several minutes at a time when assisting residents to activities.



Alternation between seated, standing and walking activities, with the ability to maintain a crouched/kneeling position with a slight to moderate degree of lumbar flexion for a few minutes at a time. Such activities would involve taking clients on bus trips, completing activity sessions etc.

SKILLS, KNOWLEDGE, EXPERIENCE & COMPETENCIES REQUIRED:

Skills, Knowledge & Experience

Mandatory / Desirable	Description
M	Police Clearance
M	Successful completion of drug and alcohol test, pre medical form and reference checks
M	A current Senior First Aid
M	Current knowledge of Occupational Health and Safety principals and practices
M	Current "A" class drivers license
M	Ability to work within Amana Living Mission, Values and Philosophy
D	Completion of Certificate III or Certificate IV of Occupational Therapy Assistant
D	Previous experience in a health/aged care environment
D	Current "B" class drivers license
M	Basic computer skills (Meets WECARE requirements)
D	To have two years experience in OTA or related roles

Competencies & Behaviours (*considered important to success in the role*)

Commitment to the development of the profession and professional skills
Demonstrated effective verbal, written and interpersonal communication skills
Ability to relate to older people with empathy and understanding

Ability to work independently and as a member of a team

Ability to complete busy workloads and respond to changing priorities