



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

OCCUPATIONAL THERAPIST ASSISTANTS

Class Title	Class Code	Pay Band	Alt Pay Band*
Occupational Therapist Assistants-B	L2011B	45	
Occupational Therapist Assistants-O	L2011O	50	
Occupational Therapist Assistants-A	L2011A	55	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Assist occupational therapists in providing occupational therapy treatments and procedures. May, in accordance with State laws, assist in development of treatment plans; carry out routine functions, direct activity programs, and document the progress of treatments. This occupation generally requires formal training.

Nature of Work

Occupational therapist assistants help injured workers re-enter the labor force by teaching them how to compensate for lost motor skills or help individuals with learning disabilities increase their independence. Work is performed under the supervision of occupational therapists to provide rehabilitative services to persons with mental, physical, emotional, or developmental impairments. Work consists of rehabilitative activities and exercises outlined in a treatment plan developed in collaboration with an occupational therapist. Record client's progress for the occupational therapist to ensure the best treatment plan, also they document the billing of the client's health insurance provider.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in simple occupational therapy functions, treatments, and interventions while receiving training.

Recommended Education and Experience for Full Performance*

Associates Degree from an accredited Occupational Therapist Assistants Program. Certification as a Certified Occupational Therapy Assistant (COTA) is preferred. Six (6) months of experience assisting in the administration of occupational therapy treatments.

Minimum Qualifications

Associates Degree from an accredited Occupational Therapist Assistants Program.

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Operational

- Employees in this Role independently assist in the administration of occupational therapy treatments and interventions.

Recommended Education and Experience for Full Performance

Associates Degree from an accredited Occupational Therapist Assistants Program. Certification as a Certified Occupational Therapy Assistant (COTA) is preferred. One (1) year of experience assisting in the administration of occupational therapy treatments.

Minimum Qualifications

Associates Degree from an accredited Occupational Therapist Assistants Program. Certification as a Certified Occupational Therapy Assistant (COTA) is preferred. Six (6) months of experience assisting in the administration of occupational therapy treatments.

Advanced

- Employees in this Role assist in development of treatment plans.
- Employees assist in carrying out routine functions; direct activity programs; document the progress of treatments; participate and perform portions of the evaluation and assessment of clients' needs for occupational therapy services.

Recommended Education and Experience for Full Performance

Associates Degree from an accredited Occupational Therapist Assistants Program. Certification as a Certified Occupational Therapy Assistant (COTA) is preferred. One and one half (1.5) years of experience assisting in the administration of occupational therapy treatments.

Minimum Qualifications

Associates Degree from an accredited Occupational Therapist Assistants Program. Certification as a Certified Occupational Therapy Assistant (COTA) is preferred. One (1) year of experience assisting in the administration of occupational therapy treatments.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

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.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Customer and Personal Service — Knowledge of principles and processes for providing

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customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Skills

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

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.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

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.

Coordination — Adjusting actions in relation to others' actions.

Statutory Requirements: All applicants for this position must be licensed in accordance with Occupational Therapy, 61-12A-1 through 61-12A-24 NMSA 1978 and 16.15.1 through 16.15.6 NMAC, as applicable.

You must include your license or certificate number in the "License" section of the application form.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

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Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.