



State of New Mexico  
Classification Description

## OCCUPATIONAL THERAPIST AIDE

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### General Summary

Occupational Therapist Aides work with an Occupational Therapist to treat patients who have difficulty performing daily living and work activities due to illnesses, injuries, and disabilities. They help clients perform exercises as specified in a treatment plan and teaches them how to use equipment that may make some activities easier.

### Occupational Therapist Aide

**Jobcode:** HOTV11

**Pay Band:** HB

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

### *Distinguishing Characteristics*

Works under close supervision of an Occupational Therapist or Occupational Therapy Assistant. Occupational Therapy Aide performs occupational therapy support activities and may assist patients with moving to and from treatment areas.

### *Recommended Education and Experience for Full Performance*

High School Diploma or equivalent and six (6) months of therapy aide experience as it pertains to the essential duties and responsibilities of the classification OR may be a Certified Nurse Aide.

### *Minimum Qualifications*

High School Diploma or equivalent.

### *Essential Duties and Responsibilities\**

- Works under the clinical direction of an Occupational Therapist and Occupational Therapy Assistants to assist patients practicing exercises or functional activities.
- Cleans and organizes work area and disinfects equipment after treatment.
- Prepares treatment areas, such as setting up therapy equipment.
- Transports patients.
- Fills out insurance forms and other paperwork and are responsible for a range of clerical tasks, such as scheduling appointments, answering the telephone, and monitoring inventory levels.

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**Statutory Requirements:** Statutory requirements 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 including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Conditions of Employment:** Conditions of employment 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.

**Working Conditions:** 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.

**Established:** 10/18/2019

**Revised:**

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*\*Essential Duties and Responsibilities 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 duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*