



State of New Mexico
Classification Description

OCCUPATIONAL THERAPY

General Summary

Occupational therapists and occupational therapy assistants help people of all ages participate in the things they want and need to do through the therapeutic use of everyday activities (occupations). They help people function in a variety of environments such as home, work, school, and community and address the physical, psychological, and cognitive aspects of their well-being through engagement in occupation.

Occupational Therapist Assistant

Jobcode: HOTV17

Pay Band: HE

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

Occupational Therapy Assistant implements therapy plans through hands on use of therapeutic techniques and adaptive devices, contributing to therapy plans through recommendation and documentation.

Recommended Education and Experience for Full Performance

Graduate of an accredited occupational therapy assistant program, certification through the National Board for Certified Occupational Therapy Assistant (COTA) and licensure or application for licensure as a COTA and six (6) months of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Completion of an accredited occupational therapy assistant program, certification through the National Board for Certified Occupational Therapy Assistant (COTA) and licensure or application for licensure as a COTA.

Essential Duties and Responsibilities*

- Independently schedules patients to fit an individualized schedule.
- Assists in the administration of occupational therapy treatments and interventions.
- Performs billing, ordering and stocking supplies, and other clerical duties.
- Maintains adaptive equipment and patient documentation.
- Selects therapy activities to fit patients' needs and capabilities.
- Participates and performs portions of patient evaluations and assesses client need for occupational therapy services.
- Assists in development, direction and documentation of treatment plans
- Monitors patients' performance in therapy activities, providing encouragement.
- Instruct, or assist in instructing, patients and families in home programs, basic living skills, or the care and use of adaptive equipment.

Occupational Therapist I

Jobcode: HOTP23

Pay Band: HG

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

Assesses patient condition, performs planning, administration and evaluation of occupational therapy services.

Recommended Education and Experience for Full Performance

Licensed as an Occupational Therapist in the State of New Mexico and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

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Minimum Qualifications

Licensed as an Occupational Therapist in the State of New Mexico OR eligible to be licensed in New Mexico before date of hire.

Essential Duties and Responsibilities*

- Conducts initial evaluation and assessment of residents or patients referred by physician.
- Selects and administers appropriate tests to evaluate and treat resident's or patient's functional and occupational abilities.
- Identifies individualized goals and develops treatment program for each resident or patient based on results of assessment (program will be carried out by employee, other therapy staff, or patients' families).
- Identifies and provides appropriate interventions to achieve goals.
- Instructs residents or patients in activities of daily living such as dressing and feeding.
- Provides consultation to families, direct care staff, other therapy staff, outside agencies, and other professionals regarding appropriate therapy services and techniques for individual residents or patients.
- Conducts regular reevaluation of resident or patient to determine progress, response to, and effectiveness of therapy. Revises program as necessary to achieve goals.
- Participates in treatment-team meetings to provide input regarding patient or resident assessment, to discuss treatment program, or to coordinate treatment goals and programs.
- Maintains accurate and timely medical records.
- May provide work direction and clinical supervision to Certified Occupational Therapy Assistants or other rehabilitative staff.

Occupational Therapist Supervisor**

Jobcode: HOTP26

Pay Band: HH

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

Incumbents may be the only professional Occupational Therapist at a facility with no higher level professional therapy supervision, or incumbents may provide services to one or more assigned facilities. Incumbents instruct, assign work, supervise, and evaluate occupational therapy services.

Recommended Education and Experience for Full Performance

Licensed as an Occupational Therapist in the State of New Mexico and five (5) years of experience as it pertains to the essential duties and responsibilities of the classification and two (2) years of supervisory experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Licensed as an Occupational Therapist in the State of New Mexico and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

Essential Duties and Responsibilities*

- Performs all duties of an Occupational Therapist Level I.
- Directs occupational therapy services to include assessment, treatment, intervention, administration, program planning, and documentation for assigned populations.
- Provides oversight or supervision and consultation to first level Occupational Therapists, Certified Occupational Therapy Assistants, and aides, including review of documentation.
- Maintains accurate and timely medical records.
- Designs and builds adaptive equipment to increase resident's or patient's independence in feeding, dressing, or other self-help activities.

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- Monitors use of adaptive equipment; adapts prefabricated equipment to meet individual needs.
- Provides consultation to families, direct care staff, other therapy staff, outside agencies, and other professionals regarding appropriate therapy services and techniques for individual residents or patients.
- Participates in departmental activities to comply with licensing, accreditation, and administrative policies.
- Duties in the psychosocial area may include the design and implementation of programs that include but are not limited to mental health recovery programming, coping skill development, sensory modulations, adaptive living, instrumental activities of daily living, education, work, play, leisure, social interactions, technology training, violence prevention, restraint reduction, self-injurious behavior reduction, monitoring of adaptive devices/tools, staff trainings, and return to community following prolonged institutionalization training skills that restore or improve their performance capacities in life tasks and situations.
- Responsibilities in physical dysfunction area include evaluating patients to determine the degree of physical deficits and implementing a program to improve the patient's ability to function which may include the design, fabrication, fitting, and instruction of a variety of dynamic, static or functional splints, or adaptive equipment and hands on rehabilitation of the physiological impairment, use of physical agent modalities, range of motion programs and strength training, compensatory techniques, and activities of daily living.
- Duties in the developmental disabilities area include evaluation through standardized and/or formal testing procedures and behavioral assessments and designing and implementing a treatment program specific to the evaluative findings to habilitate or rehabilitate the patient's deficiencies that will improve their functioning.
- Supervises Occupational Therapy and Certified Occupational Therapy Assistant students during fieldwork placements.

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:

**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) to ensure this represents the most current copy of the position.*

*** Supervisor must supervise two (2) or more full-time positions.*