

WORK THERAPY ASSISTANT

KIND OF WORK

Paraprofessional vocational therapy and/or lead work.

NATURE AND PURPOSE

Under general supervision, writes and delivers work activity and industrial therapy programs designed to provide realistic, therapeutic work experiences and to teach appropriate work behaviors; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Writes individual training programs for on-campus or activity center job settings to integrate a work assignment with the provisions of individual treatment plans through interview, observation and/or assessment of work samples completed.

Trains patient/resident workers in operation of workshop equipment on proper work attitudes or work behavior to promote achievement of work therapy goals by individual coaching and/or group training/therapy sessions.

Evaluates patient/resident performance on-the-job to determine progress of work therapy by on-the-job observation, evaluation of product and performance appraisal from on-campus supervisor.

Organizes work activity center to meet patient/resident needs by setting standards for production, safety and acceptable job behavior in the workshop.

Processes patient/resident payroll to compensate program participants by distributing time sheets and paychecks, monitoring daily attendance and posting and reporting actual hours worked for payment by the business office.

Directs the work of other paraprofessional staff in industrial therapy or work activity program services to clarify duties and guarantee safety by assigning, monitoring and evaluating work; by establishing and implementing safety and production standards; and by training staff in proper use of machines and equipment and in methods to be used in completing tasks on the job.

Feeds, bathes and grooms patients/residents - or supervises them in these activities - to ensure their health and well-being.

Provides health care to patients/residents so that response to treatment is not impeded by physical illness through administration of medications/treatments, taking and monitoring vital signs, intervening when patient behavior is threatening to others or himself/herself.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles and practices of industrial therapy and/or work activity program development sufficient to design integrated work therapy treatment plans.

Hand and power tools and workshop equipment sufficient to train others in their use and to adapt or modify equipment to permit use by physically and mentally handicapped patients/residents.

Occupations sufficient to assist patients/residents to explore and pursue realistic work goals.

The principles and techniques of job development sufficient to create work sites and encourage ongoing participation of institution supervisors.

Client groups (mentally retarded, mentally ill, chemically dependent, physically handicapped) sufficient to accommodate for special limitations in the work setting.

Industrial safety standards and procedures sufficient to ensure the physical safety of clientele while in the workshop setting.

Behavior modification techniques sufficient to implement prescribed programs.

Laws, rules and policies governing employment sufficient to protect the rights of patient/resident workers.

Ability to:

Plan and conduct group therapy/training sessions.

Document, summarize and present response to treatment for use by the patient/resident, as well as treatment team.

Collect, record and calculate patient/resident payroll data.

Evaluate worker performance and set rate of pay.

Administer first aid.

Develop craft activities into a therapeutic work experience.

Plan, direct and evaluate the work of other paraprofessional employees.

Provide and/or supervise patients/residents in performing activities of daily living by tube feeding, attaching adaptive feeding equipment, escorting to and monitoring activities in mealtime routines; by using specialized bathing tables, tubs and bath solutions.

Administer oral medications and health care treatments (such as soaks, topical creams and ointments).

SPECIAL WORK CONDITIONS

Employees in this class may be required to lift workshop supplies. For those employees stationed in a workshop setting, the equipment presents a potential, controllable hazard. Employees may occasionally be subject to aggressive or violent behavior of patients/residents; this is, however, an unusual occurrence.

Est.: 11/83

T.C.: 4/84

Rev.: Former Title(s): Institution Work
Therapy Assistant