

**DUTY STATEMENT  
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

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| <b>PART A</b>   |   |
| <b>Position No: 577-164-8292-001</b>  |   |
| <b>Class: Occupational Therapy Assistant</b>  |   |
| <p>Under the general direction from the Chief of Restorative Care, with oversight and consultation of program and patients by Occupational Therapy, shall provide restorative care to primarily geriatric patients who are physically ill, disabled, or convalescent to ensure maintenance of an optimum level of function; participate in interdisciplinary team conferences regarding the restorative needs of residents. Uses therapy techniques to improve functioning and independence as well as to reduce or eliminate the effects of illness or disability and to restore, maintain, or rehabilitate motor skills and activities of daily living.</p> |   |
| <b>Percentage of time performing duties:</b>  | <b>ESSENTIAL FUNCTIONS</b>  |
| 30%   | Under the guidelines of the therapist, assist with rehabilitation of and activity program for residents. Encourage and assist residents in maintaining or developing muscle tone and range of motion for increased self-functioning in activities of daily living. Utilize proper range of motion techniques on all extremities. Conduct exercise sessions for residents. Assist residents as needed to reach destinations. |
| 25%   | Under the guidelines of the therapist, assist with ambulation program, positioning, and feeding program. Assist and encourage residents in accepting and using special devices and adaptive equipment prescribed for their physical comfort or rehabilitation. Assist with dressing, positioning, ambulating and transferring residents. Monitor residents for pressure areas.  |
| 15%   | Coordinate, at least weekly, with Occupational Therapist on new admissions and transfers, resident restorative needs, recommendations, scheduling, concerns, evaluations and outcomes. Coordinate, as needed, with interdisciplinary members to include unit nursing staff, activity staff and social workers to ensure a holistic approach in maximizing the resident's potential for self-care.                           |
| 10%   | Complete accurate weekly summary documentation of programs and treatment modalities and their effectiveness to show resident progress or regression in the restorative program. Provide daily treatment progress log charting. Ensure all documentation is properly filed. Properly store equipment and supplies in a neat and organized manner. Identify safety concerns. Attend safety committee meetings.                |
| 10%   | Provide care and tend to physical needs of residents as required and as defined by California Code of Regulations, Title 22, Division 5, Chapter 2.5, Article 3, 71835 through 71841.   |
| 5%  | Must maintain a valid CPR and First Aid certification.  |
| <b>NON-ESSENTIAL FUNCTIONS</b>  |   |
| 5%  | Other related duties as assigned.   |

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| PART B - PHYSICAL AND MENTAL REQUIREMENTS<br>OF ESSENTIAL FUNCTIONS  |                 |                |               |               |             |
| Activity   | Not<br>Required | 25% or<br>less | 26% to<br>49% | 50% to<br>74% | 75% or More |
| VISION: View computer screen; prepare various forms. Assist with ambulation, charting.   |                 |                |               |               | X           |
| HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.                                       |                 |                |               |               | X           |
| SPEAKING: Communicate to staff, residents and the public in person and via telephone; interact in meetings. Provide instructions to residents, report to supervisors |                 |                |               |               | X           |
| WALKING: Within the home; with ambulating residents  |                 |                |               | X             |             |
| SITTING: Work station, meetings and training.  |                 | X              |               |               |             |
| STANDING: Provide range of motion exercises; review records.   |                 |                |               |               | X           |
| BALANCING:   |                 | X              |               |               |             |
| CONCENTRATING: Charting, weighing, ROM; Review documentation for accuracy; complete forms.   |                 |                |               |               | X           |
| COMPREHENSION: Understand resident needs, ROM techniques, feeding, and ambulation.   |                 |                |               |               | X           |
| WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance. Ambulation and ROM exercises of residents, daily and weekly charting   |                 |                |               |               | X           |
| LIFTING UP TO 10 LBS:  |                 |                |               | X             |             |
| LIFTING 10-20 LBS:   |                 |                | X             |               |             |
| LIFTING 20-50 LBS:   |                 | X              |               |               |             |
| FINGERING: Push telephone buttons, and computer keyboard.  |                 | X              |               |               |             |
| REACHING: Answer telephone; use a mouse; print documents on desk printer.  |                 |                |               | X             |             |
| CARRYING: Transport documents.   |                 | X              |               |               |             |
| CLIMBING:  |                 | X              |               |               |             |
| BENDING AT WAIST: Use copier; access low file drawers.   |                 |                | X             |               |             |
| KNEELING: Access low file drawers.   |                 | X              |               |               |             |
| PUSHING OR PULLING: Reposition the residents; open and close file drawers.   |                 |                | X             |               |             |
| HANDLING: Adaptive equipment, assistive devices  |                 |                |               | X             |             |
| DRIVING: Special events.   |                 | X              |               |               |             |
| OPERATING EQUIPMENT: Mechanical lift; Computer, telephone, copier, printer, fax machine.   |                 |                | X             |               |             |
| WORKING INDOORS: Enclosed office environment. Ambulation, feeding, ROM.  |                 |                |               |               | X           |
| WORKING OUTDOORS: Ambulation to other building; Special events.  |                 |                | X             |               |             |
| WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.   |                 | X              |               |               |             |