

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5900201

Occupational Therapy Assistant 1, Grade 11	5900201
Occupational Therapy Assistant 2, Grade 14	5900202
Occupational Therapist, Grade 16	5901200
Senior Occupational Therapist, Grade 18	5901300
Head Occupational Therapist, Grade 20	5901600
Chief Occupational Therapist, Grade 23	5901700

Brief Description of Class Series

Positions in this class are licensed rehabilitation care practitioners who assist in, provide, and/or supervise the delivery of occupational therapy services to individuals* in accordance with Article 156 of the Education Law. Incumbents work with individuals to restore, maintain, or improve the physical abilities used in the performance of life activities, promote behavioral changes, adapt to surroundings, and teach new skills designed to achieve the best physical, cognitive, and/or mental functioning in daily life tasks.

Positions are classified in various State agencies.

*Individual refers to a person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

Occupational Therapy Assistant 1: entry level paraprofessional; under the supervision of a licensed Occupational Therapist, provides a variety of occupational therapy support and treatment services to individuals.

Occupational Therapy Assistant 2: full performance level; under the supervision of a licensed Occupational Therapist, independently provides a variety of occupational therapy support and treatment services to individuals; and may supervise and train Occupational Therapy Assistants 1 and direct care staff.

Occupational Therapist: entry level professional; under the direction of a Senior Occupational Therapist or higher-level clinician, provides a variety of occupational therapy treatment services to assigned individuals.

Senior Occupational Therapist: full performance level; under the direction of a Head or Chief Occupational Therapist, or higher-level clinician, provides a variety of occupational therapy treatment services to individuals with more complicated occupational therapy needs; and may provide clinical supervision and training to Occupational Therapists and/or Occupational Therapy Assistants.

Head Occupational Therapist: supervisory level; oversees and supervises an occupational therapy program or department with six or more occupational therapy staff; plans, develops, implements, and evaluates occupational therapy programs and services; and may function as the assistant to a Chief Occupational Therapist.

Chief Occupational Therapist: supervisory level; oversees and supervises an occupational therapy program or department with 20 or more occupational therapy staff; and plans, develops, implements, and evaluates occupational therapy programs and services.

Illustrative Duties

Occupational Therapy Assistant 1

Under the supervision of a licensed Occupational Therapist, provides a variety of occupational therapy support and treatment services to individuals.

- Assists in conducting functional evaluations, screenings, and assessments to determine individual capabilities and needs; and in developing and implementing treatment plans, including goals and outcomes.
- Administers and/or demonstrates treatment modalities and therapeutic techniques to individuals and families, such as manual or creative arts.
- Motivates and instructs individuals, families, and care providers in the development of skills and techniques necessary to complete tasks and activities of daily living.
- Observes and reports individuals' progress, response, and behavior; and may recommend modifications to treatment plans based on observations.
- Maintains individual records and documentation in accordance with program standards and requirements.
- Assembles, cleans, and maintains adaptive equipment for individual use.

May select, implement, and modify therapeutic interventions as delegated; monitor supply inventories for occupational therapy activities; and schedule individual appointments and procedures.

Occupational Therapy Assistant 2

Under the supervision of a licensed Occupational Therapist, independently performs the tasks and activities of an Occupational Therapy Assistant 1 above; and may supervise and train Occupational Therapy Assistants 1 and direct care staff.

Occupational Therapist

May perform the tasks and activities of an Occupational Therapy Assistant 1 and 2 above; and provides a variety of occupational therapy treatment services to assigned individuals.

- Obtains and reviews individuals' information, including health histories.
- Conducts functional evaluations, screenings, and assessments to determine individuals' capabilities and needs in areas such as strength and endurance, balance and coordination, functional mobility, judgement and problem-solving abilities, activities of daily living, and self-care skills.
- Makes recommendations based on evaluation results, including adaptive equipment and techniques, environmental modification, care provider training, and/or direct therapy services.
- Develops and implements individual treatment plans, including treatment strategies, goals, and anticipated outcomes.
- Selects, administers, and monitors treatment interventions and modalities, which may include the use of adaptive techniques and equipment; and conducts and supervises individual and group occupational therapy activities and programs to assist individuals in attaining therapeutic goals.
- Observes and records individuals' progress, response, and behavior in accordance with program standards; and modifies treatment plans, interventions, and goals as needed.

Serves as a member of an interdisciplinary treatment team; attends individual case reviews and team meetings as the occupational therapy representative; and coordinates occupational therapy activities with other disciplines or therapy programs.

Participates in the development and implementation of occupational therapy policies and procedures.

Senior Occupational Therapist

In addition to performing the tasks and activities of an Occupational Therapist above, independently administers occupational therapy programs and provides treatment services to individuals with more complicated occupational therapy needs.

May supervise and train Occupational Therapists, Occupational Therapy Assistants, and direct care staff.

Head and Chief Occupational Therapist

In addition to performing any of the above tasks and activities, Head and Chief Occupational Therapists perform the full range of supervisory duties over subordinate occupational therapy staff; and plan, develop, implement, and evaluate occupational therapy programs and services

Minimum Qualifications

Occupational Therapy Assistant 1

Open Competitive: possession of or eligibility for license and current registration as an Occupational Therapy Assistant in New York State.

Occupational Therapy Assistant 2

Promotion: two years of service as an Occupational Therapy Assistant 1, and possession of a license and current registration as an Occupational Therapy Assistant in New York State.

Open Competitive: possession of a license and current registration as an Occupational Therapy Assistant in New York State and two years of post-licensure experience.

Occupational Therapist

Open Competitive: possession of a license and current registration as an Occupational Therapist in New York State.

Senior Occupational Therapist

Promotion: one year of service as an Occupational Therapist, and possession of a license and current registration as an Occupational Therapist in New York State.

Open Competitive: possession of a license and current registration as an Occupational Therapist in New York State and one year of post-licensure experience.

Head Occupational Therapist

Promotion: one year of service as a Senior Occupational Therapist, and possession of a license and current registration as an Occupational Therapist in New York State.

Chief Occupational Therapist

Promotion: one year of service as a Head Occupational Therapist, and possession of a license and current registration as an Occupational Therapist in New York State.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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