



**COUNTY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
INVITES RESUMES FOR THE POSITION OF:**

OCCUPATIONAL THERAPY ASSISTANT



SALARY

\$16.71 - \$28.47 Hourly
\$2,896.68 - \$4,934.80 Monthly
\$34,760.13 - \$59,217.60 Annually

THE POSITION

Candidates must be licensed as an Occupational Therapy Assistant through the State of California Board of Occupational Therapy.

Do you enjoy working with children?

Come join our team!

Under the direction of an Occupational Therapist the selected candidate will prescribe occupational therapy treatments; facilitate the rehabilitation of physically impaired patients and perform other related duties as required.

Candidates must be licensed as an Occupational Therapy Assistant through the State of California Board of Occupational Therapy.

EXAMPLES OF ESSENTIAL DUTIES

- **Assist Occupational Therapist or other licensed health care professionals in the execution of Occupational Therapy treatment plans; conduct or assist patient activities.**
- **Record and maintain relevant records in accordance with established policy and procedure.**
- **Maintain equipment supplies and treatment areas; assist in the ordering of supplies.**
- **Assist in the evaluation of patient progress; communicate with the supervisor and other health team members about the patient's therapy progress, problems, or treatment plans.**
- **Participate in in-service training programs; assist with the orientation of new employees; attend staff meetings.**
- **Complete billing, insurance forms, and other paperwork.**
- **Function as a patient care advocate providing patient safety and well-being.**
- **Maintain professional standards of conduct as outlined by the American Occupational Therapy Association.**
- **Follow facility policies and procedures.**

- Perform other tasks as assigned.

RECRUITING GUIDELINES

Knowledge of: Therapeutic techniques, activities, and equipment used in occupational therapy work; the theory of mental and physical rehabilitation underlying the practices of occupational therapy; skeletal anatomy, kinesiology, neurology and the objective of occupational therapy treatment; physical and psychological problems of therapy patients and their families; human development.

Ability to: Explain and teach occupational therapy treatments to others; prepare reports and to keep records of case histories; follow and administer prescribed treatment for patients; work effectively with patients and with other staff to effectively communicate with supervisor and other health team members regarding the patient's progress, problems, or plans and with physicians regarding the patient's status.

APPLICATION PROCESS Read this posting for special application instructions. Unless otherwise stated, candidates must submit resumes at http://www.rc-hr.com/resumebuilder/resume_submit.asp, or select "Apply" located on the online job posting. Postings may close at any time without notice. For other application questions, visit www.rc-hr.com.

All employment offers are contingent upon successful completion of a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, including fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

REQUIRED PROBATIONARY PERIOD - As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

The County of Riverside is an Equal Opportunity Employer. It is the policy of the County of Riverside to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non job-related factor.

REASONABLE ACCOMMODATIONS - The County of Riverside is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the applications or selection process may contact the Disability Access Office at (951) 955-5663 or via email at ADA@rc-hr.com. Individuals with hearing and/or speech impairments may also contact the recruiter for this position through the use of the California Relay Service by dialing 711.

SUPPLEMENTAL INFORMATION Candidates must be licensed as an Occupational Therapy Assistant through the State of California Board of Occupational Therapy.

Interested candidates please submit your resume with Occupational Therapy Assistant in the subject line to dnewell@rc-hr.com before January 5, 2014 at 11:59 p.m.

Your detailed resume should clearly describe your experience, education, and training

that is relevant to this position. Resumes must be submitted as a MS WORD document.

Please contact Deborah Newell at 951/358-5857 if you have any questions regarding this position.

An applicant selected for employment is subject to a criminal background check prior to starting work with the County and will be fingerprinted for this purpose. A felony or misdemeanor conviction may disqualify the applicant from County Employment.

For additional information regarding the County of Riverside and additional employment opportunities visit our website at: www.rc-hr.com.

~CB~

APPLY ONLINE AT:
<http://www.rc-hr.com>

County Admin. Center P.O. Box 1569, 4080 Lemon St.
Riverside, CA 92502-1569

OCCUPATIONAL THERAPY ASSISTANT
Deborah Newell
dnewell@rc-hr.com
Issue Date: 12/10/13

Note: Riverside County does not accept paper resumes or employment applications.