



The County of San Bernardino
invites application for the position of

Occupational Therapy Assistant

Job Number: 16-15015-01

SALARY

\$19.73 - \$27.13 Hourly \$3,419.87 - \$4,702.53 Monthly \$41,038.40 - \$56,430.40 Annually

APPLY BY: Continuous

Applicants are encouraged to apply online: <http://www.sbcounty.gov/hr>

THE POSITION

The **County** is recruiting for **Occupational Therapy Assistants** who assist Licensed Occupational Therapists in the assessment of patients' needs and in administering individual and group therapy programs. Occupational Therapy Assistants conduct treatment sessions; observe patients' responses to treatment; modify treatment during sessions as needed; provide instruction in daily living activities and provide encouragement to patients to attempt new activities; communicate with the supervisor and other health team members about the patient's therapy progress, problems, or treatment plans, document and maintain charts and records; assist in providing caregiver instruction; order supplies and maintain inventories of tools and equipment used in activities. Perform other tasks as assigned. *The immediate vacancy exists at **Arrowhead Regional Medical Center (ARMC)**. This list may also be used to fill future vacancies in Public Health or Behavioral Health.*

For more detailed information, refer to the [Occupational Therapy Assistant](#) job description.

CONDITIONS OF EMPLOYMENT

1) Some positions in this classification may be assigned to a schedule of less than full-time (80 hours) per two week pay period. **2)** May be assigned to multiple work sites. **3)** Must have the physical ability to lift patients weighing up to 50 lbs. **4)** Applicants selected to work at Arrowhead Regional Medical Center, Public Health, and Behavioral Health must pass a background investigation.

MINIMUM REQUIREMENTS

License: Must be licensed as an **Occupational Therapy Assistant (OTA)** by the California Board of Occupational Therapy (CBOT). List the license number and expiration date on the application. A legible copy of the OTA license is required upon appointment.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based on a review of the Application and Supplemental Questionnaire. It is to your advantage to provide complete, organized, and detailed information on the Application and in your responses to each item on the Supplemental Questionnaire as resumes will not be accepted in lieu of the application materials.

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/hr>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer