ROBERT SMITH

Rehab Aide/Coordinator

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Certified Occupational Therapy Assistant with a Pediatric and Geriatric discipline background. Extensive work with early intervention and preschool children. Organized problem solver who swiftly handles changing caseloads and therapy related duties.

JANUARY 2013 – JULY 2013

REHAB AIDE/COORDINATOR - ABC CORPORATION

- Facilitated ADLs and assisted patients with functional mobility to increase comfort and quality of life.
- Created individualized home exercise programs for outpatient therapy clients to improve health and wellness.
- Routinely performed diagnostic and prognostic exams to evaluate muscle, nerve, joint and functional abilities.
- Identified and properly documented patient goals, evaluated progress and planned reevaluation.
- Provided home pediatric occupational therapy treatment services to children with developmental, neurological, and genetic disorders.
- Consulted with other direct-care staff and worked with caregivers to implement home programs that achieved occupational therapy goals.
- Provided the highest quality of care to patients and their families.

2008 – 2013

REHAB AIDE - ABC CORPORATION

- Effectively manage the flow of services through the organization.
- Routinely ensure services and associated documentation meet federal and state regulations/policies.
- Noted for providing quality administrative support for key personnel.
- Positively influence operations through effective order inventory and resupply management of operational supplies.
- Assist OT/PT/ST in providing necessary therapy treatments to patients.
- Ensures accuracy of OT/PT/ST treatment/evaluation billing..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

A.A.S. in Occupational Therapy Assistant - 2010(Brown Mackie College - Atlanta, GA)

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SKILLS

Microsoft office, cooking, cleaning, child care; excel; faxing & filing, computer knowledge; keyboard skills.