

Certified Occupational Therapy Assistant (COTA)

Reports to: Regional Administrator

Classification: Classified 6

Date: 04/98

Job Summary:

Works collaboratively with the occupational therapist to develop and implement an educationally-based therapeutic program guided by the goals and objectives of the individualized education plan (IEP) and the plan for problem solving interventions. Assists with assessments and brief interventions.

Qualifications:

1. Associate degree which includes completion of an accredited COTA training program, including a supervised clinical internship.
2. Successful completion of the National Certification Examination.
3. Valid license issued by the Department of Public Health to provide therapy assistant services.

Essential Functions:

1. Carries out occupational therapy programs with individuals and/or groups of children in the school setting.
2. Assists occupational therapist with screenings and collection of student assessment data.
3. Prepares materials such as self-help devices and splints and constructs adaptive equipment as recommended by the occupational therapist.
4. Participates in child study team meetings.
5. Communicates regarding child's therapy program and equipment needs with occupational therapist, school staff, and families.

Additional Responsibilities:

1. Develops and maintains proper and adequate records and documentation in accordance with Agency policies and procedures.
2. Maintains supply/equipment inventory and organizes storage.
3. Assists with ordering supplies.
4. Participates in projects, committees or activities to support the mission of the program, region, unit and Agency.
5. Participates in staff development and professional growth activities.
6. Performs such other duties as may be assigned.

Knowledge, Skills and Abilities:

1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member.
3. Ability to appropriately interact with children on various developmental levels.
4. Ability to apply behavior modification principles.
5. Ability to function independently in implementing treatment programs and seek assistance when needed.
6. Ability to adapt equipment/environment and/or self-help devices to meet student needs.
7. Ability to accurately document and report observations to occupational therapist.
8. Knowledge of human development.
9. Understanding of various therapeutic frames of reference.
10. Flexibility to maximize use of time.
11. Ability to prioritize and organize multiple tasks.

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Knowledge, Skills and Abilities, Continued:

12. Ability to read and interpret documents, write reports and correspondence, and apply appropriate mathematical concepts.

Physical Requirements:

1. Ability to travel between schools/sites served.
2. Strength and ability to lift, or assist in lifting, students with proper techniques to ensure safety of self and students.
3. Ability to engage in floor activities.
4. Normal, routine levels of climbing, reaching, sitting, standing, and walking.
5. Ability to lift and carry up to 35 pounds for frequent transportation of treatment materials and equipment.

EOE/M-F-H-V