

Occupational Therapy Assistant

BASIC FUNCTION:

Under immediate direction of an Occupational Therapist, provide occupational therapy services for designated clients according to Individual Education Plan (IEP) goals and/or therapy treatment plan; maintain related service records and prepare a variety of reports.

REPRESENTATIVE DUTIES:

- Provide educationally related occupational therapy services to designated students according to IEP and or Treatment Plan goals and objectives.
- May assist occupational therapy specialist staff in identifying and assessing students' skills and abilities in visual motor and perception, oral motor, sensory processing and self-regulation, motor planning, activities of daily living, fine motor function, social interactions, organizational skills, and postural stability;
- Assist with the development of the occupational treatment plan as part of the IEP process; assist with data collections and progress monitoring;
- Travel to sites as required to provide itinerant therapy services;
- Attend IEP meetings as directed to report findings and recommendations;
- Maintain regular contact with assigned occupational therapy specialist; report parent and teacher concerns and issues and update student levels of performance;
- Provide assistance to educational staff through consultation, training, and direct individual or group activities; contact district staff, parents, and various agencies related to occupational therapy services;
- Monitor the use of adaptive equipment and other assistive devices and technologies; may recommend or develop assistive devices;
- Order supplies, equipment, and assessment materials; organize kits for use in therapy intervention;
- Attend staff meetings and assist with staff development as assigned;
- Document therapy received and record progress; maintain a variety of service related logs and prepare reports using district-wide applications and designated reporting formats.
- Perform related duties as assigned.
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MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from an accredited school in a Certified Occupational Therapy Assistant Program and valid state license as an Occupational Therapy Assistant. Additional instruction in child development, including neurological, physical, and psychological training is recommended; clinical affiliation in pediatrics is desirable; experience working with children in an occupational therapy or educational setting is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a current and valid license issued by the California Board of Occupational Therapy to practice as a Certified Occupational Therapy Assistant (COTA).
- Possession of a valid state driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, methods, and equipment used in occupational therapy.
- Activities of daily living.
- Child development and growth including neurological and physical dysfunction.
- Technical aspects of field of specialty.
- Reading and writing English communication skills.

Ability to:

- Work independently with direction from Occupational Therapist.
- Establish and maintain cooperative and effective relationships with others.
- Operate standard office equipment including microcomputers and related software applications.
- Communicate effectively orally and in writing.
- Design and fit adaptive devices.
- Work collaboratively with all levels of district staff, parents, health care professionals, and other health care agencies.
- Lift and move moderately heavy objects and assist in student positioning.
- Assist with data collection for assessment and planning purposes.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

Environment:

Indoor, classroom, community, and office settings; driving vehicle to school sites to provide assistance to students and staff.

Physical Requirements:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting and moving moderately heavy objects and assist with student positioning.