

CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

Purpose Statement

The job of Certified Occupational Therapist Assistant was established for the purpose(s) of providing appropriate treatment to meet individual student objectives; ongoing assessment of students' functional developmental levels; and providing recommendations for program development and student placement, all under the direction of a licensed Occupational Therapist.

This job reports to the designated School Principal.

Essential Functions The COTA's functions are performed under the supervision of a licensed Occupational Therapist.

- Provides direct occupational therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.
- Assists with assessing students' fine motor and development skills (e.g., administering tests, observing students, etc.) for the purpose of determining their deficits and developing recommendations.
- Assists Occupational Therapist for the purpose of meeting student objectives and special education mandates.
- Implements therapeutic activities and instructs students, teachers, parents and other involved persons (e.g., positioning, adjusting special equipment, etc.) for the purpose of providing appropriate care to students and/or supporting the students' IEP plan.
- Participates in supervision (e.g., student performance data, clinical feedback, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Consults with occupational therapists, physical therapists, speech therapists, teachers, class assistants, families, etc., for the purpose of providing requested information, reviewing/revising students' occupational therapy goals/objectives, developing plans for services and/or making recommendations.
- Adapts equipment (e.g., seating, tables, desks, computer hardware, etc.) for the purpose of providing optimal positioning and increased independence for special education students.
- Troubleshoots problems with assistive devices (e.g., computer technology, etc.) for the purpose of ensuring that equipment is in proper working order and/or providing alternative strategies.
- Provides training and instruction to teachers on the use of assistive devices for the purpose of ensuring such devices are used safely and optimal benefits are achieved.
- Attends meetings and workshops (e.g., IEP, training, team meetings, meetings with outside agencies, etc.) for the purpose of conveying and/or receiving information.

- Maintains files and/or records (e.g., progress reports, billings, activity logs, etc.) for the purpose of documenting activities and/or ensuring an up-to-date trail for compliance. Maintains treatment equipment and supplies (e.g., swings, balls, puzzles, etc.) for the purpose of implementing motor/therapy goals.
- Prepares written materials (e.g., activity logs, progress notes, reports, memos, Medicaid billings, time studies, summer activities packets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches resources and methods (e.g., intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Transports and maintains a variety of items (e.g., therapeutic equipment, assistive devices, etc.) for the purpose of ensuring the availability of materials required for therapy sessions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge and Abilities

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; applying assessment instruments; operating equipment used in occupational therapy; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: student behavior management skills; adaptive equipment; and occupational therapy models, practices and theories.

ABILITY: Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; working as part of a team; displaying tact and courtesy; being empathetic and non-judgmental; and establishing and maintaining effective relationships, especially with students.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience: None Specified

Education: Associates Degree from an accredited OTA program

Certification: OTA Licensure in the state of NH required

FLSA Status: Non Exempt

Approval Date: 1/22/13 WW

