

CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT (COTA)

Purpose Statement

The job of Certified Occupational Therapist Assistant (COTA) was established for the purpose/s of assessing students' functional development level providing appropriate treatment to meet individual student objectives; and providing recommendations for program development and student placement.

This job reports to Occupational Therapist/ Special Education Director

Essential Functions

- Adapts equipment (e.g. seating, tables, desks, computer hardware, etc.) for the purpose of providing optimal positioning and increased independence for special education students.
- Assists Occupational Therapist for the purpose of supporting them in the completion of their work activities.
- Assists with assessing students' fine motor and development skills (e.g. administering standardized tests, observing students, etc.) for the purpose of determining their deficits and developing recommendations.
- Attends meetings and workshops (e.g. IEPs, training, team meetings, meetings with outside agencies, etc.) for the purpose of conveying and/or receiving information.
- Consults with occupational therapist, physical therapist, para professionals, 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.
- 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 student's IEP plan.
- Maintains files and/or records (e.g. progress reports, 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.
- Performs site visits at multiple work sites including home visits for the purpose of providing therapy and assistance as required.
- Prepares written materials (e.g. activity logs, progress notes, reports, memos, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. student performance data, clinical feedback, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides direct occupational therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.
- Provides home visits and/or summer therapy services for the purpose of delivering services in compliance with established guidelines.
- 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.
- 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 a variety of items (e.g. puzzles, games, swings, assistive devices, assessment tools, etc.) for the purpose of ensuring the availability of materials required for therapy sessions.

- Troubleshoots problems with assistive devices for the purpose of ensuring that equipment is in proper working order and/or providing alternative strategies.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. 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; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. 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 is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. 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 nonjudgmental; and establishing and maintaining effective relationships, especially with students.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 35% walking, and 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

CPR/First Aid Certificate and State of Wyoming Occupational Therapy Assistant Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade