



OCCUPATIONAL THERAPY ASSISTANT

GENERAL RESPONSIBILITIES

Responsible for assisting the Occupational Therapist in assessing functional abilities of student in relation to fine-motor, visual-motor, visual-perception, sensorimotor, oral motor/feeding, daily living skills and sensory processing development as it relates to success in the school environment.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist the Occupational Therapist in establishing and implementing appropriate and individualized treatment plans as it relates to supported IEP objectives.
- Monitor student's responses to therapeutic intervention and collaborate with the Occupational Therapist for appropriate modification and or adaptation of treatment plans.
- Assist the Occupational Therapist in coordinating and scheduling the provision of services with the educational staff.
- Assist the Occupational Therapist in maintaining specified records on each student referred, evaluated, and provided services with current documentation, to include Medicaid documentation.
- Assist in ordering appropriate equipment and supplies for students' needs and school treatment areas.
- Fabricate adaptive equipment and or make necessary adaptations to promote student's optimal level of function within the school environment.
- Collaborate with the Occupational Therapist and IEP team to maximize the student's optimal level of performance.
- May assist the Occupational Therapist with Medicaid time studies, research, and mentoring of new staff as directed.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of occupational therapy principals and methodologies related to the provision of school based intervention for children with special needs; knowledge of anatomy, neuroanatomy, kinesiology, psychology and various medical diagnoses; knowledge of normal and abnormal child development; knowledge of school division rules, regulations and procedures for delivering services; knowledge of skill levels of the K-12 population; knowledge of Individual with Disabilities Educational Act (IDEA) and Individual Educational Plan (IEP) guidelines and procedures; ability to establish and maintain professional standards of behavior and conduct; ability to collaborate and plan effectively with supervising Occupational Therapist; ability to establish and maintain effective working relationships with Occupational Therapists, administration, staff, students, and parents; ability to motivate and encourage students to participate in therapeutic programs and interventions; initiative and ability to handle multiple tasks simultaneously (problem solving skills, planning skills, time management skills).

EDUCATION AND EXPERIENCE

Required:

Associate degree or completion of an OTA program at an accredited institution.

Registered and certification by NBCOT (National Board for Certification in Occupational Therapy).

Preferred:

Pediatric or school-based experience.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, Bending, stooping, grasping, fingering, repetitive motion, reaching, driving, and physical management that includes supporting individuals with impaired weight bearing or unsteady gaits, repositioning individuals in therapeutic equipment: including use of hydraulic lifts to a maximum of 100 pounds with assistance. Occasional standing and crawling. Ability to lift over 50 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 10/08, 7/20
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