

Certified Occupational Therapy Assistant Positions Available!

Enrich Your Life While Helping Others Work For Children's Learning Connection

The Certified Occupational Therapy Assistant (COTA) is responsible for pediatric treatment in the area of Occupational Therapy. Employee will provide their services in a generally accepted manner while adhering to the code of ethics of the profession, and in accordance with any and all applicable state laws.



**CHILDREN'S
LEARNING CONNECTION**
A DIVISION OF AUTISM LEARNING PARTNERS

Experience

1-3 years of experience in
pediatrics

Education/Training

Associate's Degree
required; Bachelor's
degree preferred
State Licensure as a
Certified Occupational
Therapy Assistant (COTA)

Responsibilities

1. Conduct treatment for pediatric clients and their families
2. Continuously evaluate client needs and share these findings with the supervising Occupational Therapist (OT). Plan and problem solve with the supervising OT in order to help each client reach his or her potential
3. Communicate and collaborate with other professionals, paraprofessionals, and parents in order to provide an effective program
4. Provide services in an effective manner within your scope of practice
5. Document all treatment sessions on a daily basis, as well as provide appropriate documentation to supervising OT.
6. Maintain client files and treatment logs in an organized manner to include as well as provide appropriate documentation to supervising OT.
7. Communicate with Supervising OT and/or Directors regarding any changes in status, problems, or intent to change any aspect of services already in place.
8. Attend and participate in meetings as required by the supervising OT (e.g., Clinical staff meetings, team meetings, IEP/IFSP meetings).
9. Develop instructional materials, and evaluate commercially produced materials for use in treatment as recommended by supervising OT
10. Keep current on latest developments in field of physical therapy by attending professional seminars, reading current literature, and participating in professional organizations. Attend yearly trainings.
11. Keep careful record of billable hours which will require parent signature and submit time sheets on time.
12. Perform other related duties as assigned.