



## General Information

(440785)

Job title:	<b>Certified Occupational Therapy Assistant</b>
Job location:	Pasadena, San Gabriel Valley, CA 91107
Job type:	30hrs/week, Flexing up to 35hrs as needed.
Benefits Eligible:	YES

Compensation:	Start \$30/hr. DOE
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## Job Classification

Job Category:	Certified Occupational Therapy Assistant
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## Job Description

### Job description:

Under the supervision of a licensed Occupational Therapist, the COTA will require the ability to communicate professionally (verbally and in writing) with staff, parents, and students. This COTA will assist the OTR in providing supervision to OT Aides.

The COTA Duties Include but are not limited to:

1. Creates treatment plans based on students goals
2. Progressing students through a treatment program, and collaborating with OT to decide when to advance, decrease, or interrupt the treatment based on student reaction and response to the treatment program.
3. Document on goal progress quarterly
4. Assisting the Occupational Therapist in identifying student abilities and self-care level for annual and triennial IEP meetings.
5. Maintains student attendance records, charts, materials, and treatment documentation
6. Reports information and observations to the supervisor regularly
7. Maintain valid COTA license, including completing required CEU's and PDU's.
8. Other duties as assigned and required.

## Job Requirements

### Education, training, experience:

Certified Occupational Therapy Assistants must have a current license and registration for the position. Qualifying experience would include: volunteer or work experience with school aged children who have disabilities and some exposure/knowledge with Sensory Integration Therapy. This position requires someone who is creative, energetic and can work as a member of a multi-disciplinary team. Strong skills are required and the ability to adapt intervention environments, tools, materials, and activities according to the needs of the individual and to perform continuous quality improvement activities or program evaluation in collaboration with the OTR.