

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

DEFINITION

Under the general supervision of the Occupational Therapist from the West Orange County Consortium for Special Education (WOCCSE), provides direct treatment for children from age 2 to 21 with disabling conditions as part of a multi-disciplinary team; assists in the assessment of children; prepares records and reports; provides consultation services to parents and teachers; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.
Proof of certification as an Occupational Therapy Assistant.

EXAMPLES OF DUTIES

Assists occupational therapist in the evaluation process through observation and/or clinically derived surveys in areas including development of perceptual motor skills, motor coordination, and sensory motor development and processing. *E*

Collaborates with multi-disciplinary team members upon written referral; assists occupational therapist in developing a treatment program aimed at improving the identified areas of function as they relate to the child's educational needs. *E*

Participates in the Individualized Education Plan (IEP) meetings representing the occupational therapist to report goals and objectives and is responsible for providing direct service and/or consultation in order to meet these goals. *E*

Maintains records and reports as required and complies with WOCCSE administrative policies and state and federal laws and regulations. *E*

Under the supervision of the occupational therapist provides consultation services to classroom teachers focusing on handwriting programs, feeding, seating, and modifying activities or environment to optimize students involvement, grasping and using pencils/scissors, and strategies to increase attention to task. *E*

Under the supervision of the occupational therapist provides therapy to students in the infant program. *E*

Attends meetings and conferences; travels to different sites as required. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Intellectual, sensory, and physical development of young children;
2. Educational and developmental needs of young children with specific disabilities;
3. Techniques used in the assessment and treatment of disabilities;
4. Applicable treatment modalities and theory for the pediatric population; and
5. Record keeping procedures.

Ability to:

1. Assist occupational therapist in making accurate assessments of the developmental status and educational needs of young children;
2. Effectively communicate occupational therapy treatment techniques and goals to parents, teachers, and other program staff;
3. Apply occupational therapy techniques in the treatment of children with disabilities;
4. Work collaboratively in multi-disciplinary teams and with parents;
5. Prepare clear and concise reports;
6. Communicate effectively orally and in writing;
7. Work independently;
8. Establish general schedules and priorities;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work; and
11. Perform complex or varied tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Completion and certification from an approved program by the American Occupational Therapy Association as a Certified Occupational Therapy Assistant. Training in sensory integration is desirable.

EXPERIENCE

Experience working in a variety of settings including school, home, and clinics. Experience working as a member of a multi-disciplinary team including working collaboratively with families. Experience working with school-age children.

WORKING CONDITIONS

Environment:

Indoor environment; subject to driving vehicle to conduct work.

Physical Abilities:

Hearing and speaking to exchange information; seeing to read and review related documentation and written reports; sitting or standing for extended periods of time; lifting and carrying objects weighing up to 35 pounds.