

**Job Title:** Certified Occupational Therapist Assistant

**FLSA:** Exempt

**Reports To:** Sr. Director of Children Services

**Updated:** 07.26.2021

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### **Job Summary:**

Using a client centered model, within the confines of the Capability Health clinic, as well as using a parent educational model in the Early Intervention program, a Certified Occupational Therapist Assistant will help the client develop or regain physical or mental functioning by implementing programs prescribed by the Occupational Therapist to improve daily living and sensory motor activities. The COTA performs other administrative duties as may be required in support of the program goals and objectives.

### **Essential Functions and Responsibilities:**

- Implement the individualized therapeutic program prescribed by the occupational therapist based on goals and objectives.
- Assist occupational therapist in determining extent to which goals and objectives are being met by collecting and maintaining data on individual student goals, as well as assist therapist in formulating new goals based on data analysis.
- Maintains clinical and administrative records in accordance with professional standards, state guidelines and agency system policy; adheres to federal and state regulation, and policies that affect occupational therapy practice.
- Participates in continuing education for professional development to ensure practice consistent with best practice and to meet Nevada Licensure requirements.
- Participates in monthly staff meetings; attends staff trainings.
- Case assignment will be dictated at the discretion of Capability Health' needs in the Early Intervention and outpatient clinic programs.
- Manages patients with different types of personalities
- Interprets evaluation data and writes comprehensive reports that reflect strengths and barriers to client participation; directs program development; and guides evidence-based intervention.
- Uses professional Code of Ethics and standards of practice to guide ethical decision making in practice.
- Other duties and responsibilities as assigned.

### **Skills and Abilities:**

- Excellent verbal, written and interpersonal communication skills.
- Ability to work in an environment with individuals with severe disabilities who may be developmentally and behaviorally challenged.
- Ability to maintain confidentiality and exercise discretion pertaining to the work environment.

### **Qualifications (education, training, experience, licenses)**

- Initial certification by National Board for Certification of Occupational Therapy required.
- Current Occupational Therapy License from the State of Nevada required.
- CPR and First Aid certifications required.
- Valid driver's license required.
- Knowledge of the federal, state local legislation, regulations, policies and procedures that mandate and guide occupational therapy in practice required.
- Proficiency with Microsoft Office Suite (Word and Excel) required.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

While performing the duties of this job, the employee is regularly required to stand, use hands to handle or feel objects, tools or controls, frequently talk or hear, reach with hands, lift arms above and below shoulder level, occasionally required to sit, stoop, kneel, crouch or crawl.

The employee must be able to lift and/or move up to 50 pounds. Occasionally lift and/or move up to 75lbs. On regular occasions lift and/or move up to 50lbs and can request assistance if needed. Specific vision abilities required by this job include: close vision.

**Working Conditions**

This position will require up to 80% travel within the service delivery area. This position will be out in the Las Vegas or Reno area outdoor weather conditions, including extreme heat, extreme cold, wind, poor air quality and wet or humid conditions, etc.

**Disclaimer:**

This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

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Employee Name (please print)

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Employee Signature

Date