

Occupational Therapist Assistant

Position Type:
Student Services



Date Posted:
09/19/2024

Location:
Mid-Ohio ESC Student Services

Date Available: 9/19/2024

Position will be open until filled.

Title: Occupational Therapist Assistant
Reports To: Director of Student Services
Employment Status: Temporary position available March 2025 – May 2025
Days: Monday - Friday
FLSA: Non-Exempt

GENERAL DESCRIPTION

Provide occupational therapy services under the supervision of a Registered Occupational Therapist (OT), assist registered OT with treatment planning to meet stated IEP goals. Participate in assessment, intervention and documentation.

REQUIRED QUALIFICATIONS

- Associates degree in Applied Science
- License issued by Ohio Occupational Therapy Board
- License as issued by Ohio Department of Education
- Valid driver's license
- Successfully pass BCI/FBI background checks

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide occupational therapy to students under supervision of an OT
- Assist with keeping accurate records of the inventory and equipment
- Assist with establishing goals for students and developing individuals and group therapy activities
- Assist dissemination of established therapeutic programs to the educational staff
- Consult with the supervising therapist concerning implementation and status of therapy goals



- Construct, modify and maintain adaptive equipment for position, ADL, vocational and classroom use
- Help develop an awareness of individual student needs and assist the occupational therapist in monitoring these needs
- Assist with instructing the educational staff concerning use of adaptive equipment, positioning programs, and integration of therapy goals into classroom and academic activities to enhance function
- Provide timely and accurate documentation regarding students in accordance with facility timelines and policies
- Supervise clinical interns as applicable
- Plan and organize intervention based upon student's needs and goals
- Be available to attend meetings upon request (IEP, ETR, parent/teacher conferences)
- Be flexible within school environment (assemblies, testing, delays, etc.)
- Communicate needs between OT and school staff
- Gather data, assist in administration of standardized testing and report observations
- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration

WORKING CONDITIONS

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.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students, including the need to intervene physically in crisis prevention

- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

EVALUATION

Performance of this job will be evaluated by the Director of Human Resources according to Mid-Ohio ESC board policy. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

