



## Certified Occupational Therapy Assistant

**SUMMARY:** Under basic supervision of an Occupational Therapist (OT), provides occupational therapy treatments and procedures for special needs students at MPS facilities.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Plans, prepares, and implements individual and group occupational therapy services and therapeutic activities to special needs children, according to the Individualized Education Program (IEP).
- Monitors students, documents observations and therapy results, compiles data, and maintains case files; prepares reports for MPS Occupational Therapist Registered/Licensed (OTR/L).
- Provides in-service training for MPS educators, staff, caretakers, and students; maintains equipment, treatment area, and supply inventory; provides intervention services as needed.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

### MINIMUM QUALIFICATIONS

#### Education, Training and Experience Guidelines

Associate's Degree in Certified Occupational Therapist Assistant (COTA); AND one year of experience; OR an equivalent combination of education, training, and experience.

#### Knowledge of:

- MPS policies and procedures.
- COTA techniques and procedures, intervention strategies, and professional rules of conduct.
- Public health and safety protocols and health maintenance issues for children and young adults.
- Principles of record keeping and confidential records and file management.

#### Skill in:

- Effectively performing COTA services for children and young adults, including the use of adaptive equipment and assistive technology.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relations with co-workers.
- Communicating effectively verbally and in writing.

### LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License is required. Certified Occupational Therapist Assistant (COTA) certification with the State of North Dakota is required.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in standard office and classroom environments; full manual dexterity and visual acuity are required. May be required to lift and carry up to fifty (50) pounds.