

JOB DESCRIPTION

POSITION TITLE: Child Development Services
Certified Occupational Therapy Assistant

REPORTS TO: Occupational Therapist
Site Director

SUMMARY DESCRIPTION:

Job Goal: The person in this position is responsible to assist in the practice of occupational therapy under the supervision of an occupational therapist.

REPRESENTATIVE TASKS:

Permitted Performance Responsibilities:

The CDS Certified Occupational Therapist Assistant will:

- Exhibit a positive professional attitude with supervisors, co-workers, children, and community.
- Maintain confidentiality of all children and employee related information.
- Exercise sound judgment and provide appropriate care in the performance of duties.
- Participate in the screening process by collecting data, such as records, by general observation and/or by conducting a general interview, and communicate either in writing or orally the information gathered to the supervising occupational therapist.
- Assist in delivering the treatment plan after the student has been evaluated and the treatment plan has been developed by the occupational therapist and approved by the IFSP/IEP team.
- Will track the need for reassessment, report changes in status that might warrant reassessment or referral, and may administer the reassessment under the supervision of the supervising occupational therapist.
- Immediately discontinue any specific treatment procedure which appears harmful to the student and immediately notify the supervising occupational therapist.
- Not discharge the student from a treatment program without supervision from the supervising occupational therapist.
- Maintain appropriate certification.
- Exhibit positive language and behavior skills as a model for children and families.
- Adheres to the Occupational Therapy Code of Ethics set forth by the Department of Professional and Financial Regulation for Occupational Therapy Practice.
- Complete any other appropriate duties the Site Director/Supervisor deems necessary

Required Supervision:

- Serve under the general supervision of a Licensed/Registered Occupational Therapist following the supervision guidelines set forth by the Department of Professional and Financial Regulation for Occupational Therapy Practice.

MINIMUM QUALIFICATIONS:

- Associates Degree in Occupational Therapy Assistant from an accredited program.
- Successful completion of the National Certification exam.
- State of Maine Occupational Therapy Assistant License.
- Positive background, criminal records, fingerprinting and reference check

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Working knowledge of child development, disabilities, family systems and special education methods
- Ability to interact with a wide variety of people
- Ability to provide individual and group services in a variety of settings and models
- Ability to establish an effective rapport/relationship with children and parent
- Ability to work collaboratively as a member of an early childhood team
- Ability to effectively communicate, orally and in writing
- Ability to maintain composure in stressful situations
- Ability to adapt therapy techniques to varying personalities and environments
- Ability to travel to a variety of locations to deliver services
- Ability to motivate young