



Old Mill Center
for Children & Families

Position: Pediatric Certified Occupational Therapist Assistant

FTE: Full Time

Pay Range DOE: \$38 to \$42/per visit

Position Summary: The Pediatric Occupational Therapist will work with a wide range of clients from birth to age 18 with a variety of diagnoses. These diagnoses can range from Autism Spectrum Disorder, Attention Deficit Hyperactivity Disorder, sensory processing disorder, feeding difficulties, Down Syndrome, orthopedic and neurologic diagnosis, handwriting difficulties, etc. The COTA will need to be able to observe clients, document progress, and have excellent communication skills to be able to train parents/caregivers as well as communicate with other members of the team and the client's primary care provider.

Qualifications and Experience

1. Education

Graduate from an accredited Occupational Therapy Assistant Program

2. Experience and Abilities

Must have a minimum of 1 year of professional OT experience working with children and have excellent knowledge of physiology, best practice and standards. Experience working in a clinical support setting

3. Licensure

Current Oregon OT License and Credentials. Current CPR and Basic First Aid Certification is required or able to obtain.

Major Responsibilities:

- Manage the appropriate therapy units for clients based on individual clinical needs; Participates in the Q & A process for rehab related issues.
- Instructs and counsels clients by describing therapeutic regimens; gives typical growth and development information; promotes wellness and health maintenance



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- Prepare documentation, progress notes, reports, and discharge summaries as required
- Reviewing the clients' progress and upgrading the prescribed treatment as per the requirements with consultation of supervising OTR.
- Educating the clients' family about clients' needs and how to provide adequate medical care to them.
- Communicate on a regular basis with the client's medical team on the status, progress, barriers, and needs of the patient.
- Prepare documentation to obtain authorization as needed.

Highlights of our benefits pkg include:

- PTO accrual starting at 1 ½ days/month for full-time employees
- 10 Paid Holidays
- 2 Floating Holidays
- Health Insurance - generous subsidy per month for employee coverage
- Dental & Vision insurance
- EAP (Employee Assistance Program)
- Generous Education and Training opportunities
- Clinical Supervision towards licensure 1-3 hrs./month based on caseload
- Waiting Room and front desk support for clients
- EHR system, billing, and insurance credentialing set up provided

To apply: Please submit a resume and cover letter expressing why you would like to work for Old Mill Center.