



Job Description

Position: Pediatric Occupational Therapy Assistant (COTA)
FTE: Full time
Pay Rate Range: \$39 - \$44/visit
Anticipated Start Date: 7/1/2025

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health, and occupational and physical health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The Pediatric Occupational Therapy Assistant will work with a wide range of clients from birth to age 18 with a variety of diagnoses. These diagnoses can range from autism, sensory processing disorder, Down syndrome, orthopedic and neurologic diagnosis, handwriting difficulties, etc. The Pediatric Occupational Therapist Assistant 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: Graduate from an accredited Occupational Therapy Assistant Program and have a valid Oregon OT License and Credentials. Applicant must have at least 1 year of professional OT experience working with children and have excellent knowledge of physiology best practice and standards. Current CPR and Basic First Aid Certification is required or able to obtain. Experience working in a clinical support setting.

Responsible to Whom: Reports directly to the Pediatric OT & PT Program Manager.

Major Responsibilities:

1. Manage the appropriate therapy units for clients based on individual clinical needs; Participates in the Q & A process for rehab related issues.
2. Instructs and counsels clients by describing therapeutic regimens; gives typical growth and development information; promotes wellness and health maintenance
3. Prepare documentation, progress notes, reports, and discharge summaries as required
4. Reviewing the clients progress and upgrading the prescribed treatment as per the requirements with consultation of supervising OTR.
5. Educating the clients family about clients' needs and how to provide adequate medical care to them.
6. Communicate on a regular basis with the client's medical team on the status, progress, barriers, and needs of the patient.
7. Prepare documentation to obtain authorization as needed.

General Performance Requirements

- Ability to lift up to 20 pounds frequently, up to 50 pounds occasionally and up to 100 pounds rarely and maintain safety guidelines for this position.
- Ensures proper operation of equipment by complying with company procedures and following manufacturer's instructions.
- Protects clients and employees by adhering to treatment location infection control policies and protocols and keeping information confidential per company and federal requirements. Maintains safe and clean working environment by complying with treatment location and department procedures, rules and regulations.
- Working knowledge of Microsoft Office applications (Outlook, Word, Excel, & PowerPoint) and ability to learn company or customer systems
- Good problem-solving skills
- Must be able to maintain confidentiality regarding client, employee and company proprietary information
- Must have the ability to relate professionally and positively and work cooperatively with clients, families, and other employees at all levels