Position Description for “Certified Occupational Therapist Assistant- Kickstart”

Approved Date: 03/16/2011   FLSA Status: Exempt
Revised Date: 6/11/12   Salary Grade:

Location: Clinic   Typically Reports to: Primary: Program Director
Secondarily: OT

Summary
Provides Certified Occupational Therapist Assistant (COTA) services for San Diego Behavioral Health clients assigned to Providence Community Services Kickstart program which include main clinic site, outreach offices and home visits. Provides individual and group interventions.

Essential Duties/Responsibilities

- Lead and co-lead occupation-based, client-centered groups.
- Provide meaningful, therapeutic individual OT interventions
- Document OT intervention(s) and communication according to San Diego County and Providence Community Services requirements in a timely manner
- Collaboration with counselors/therapists regarding client challenges, progress and goals
- Assist in the completion of OT evaluations with direct supervision from OT
- Assist in the development, interpretation, implementation, and modification of the treatment and discharge plan
- Provide education and presentations for staff members, the community and clients
- Participate in OT groups, individual sessions, family sessions, staff and team meetings as directed
- Attend mandatory staff meetings as well as scheduled meetings with Program Director
- Participate in OT program development and other related duties such as ordering supplies, creating documents, researching OT education and topics, office organization and maintenance
- Demonstrate judgment and safety at all times
- Supervise OT Assistant and Job Coach under the direction of the clinic manager
- Maintain Outreach log and lead outreach meeting with the aid of a Peer Support Specialist.
- Follow the model of treatment as described by the PIER model.

Recovery Requirements

- Provide the best customer care possible.
- Identify and build upon the strengths of consumers, coworkers, and the communities we serve.
- Support consumers’ steps towards Recovery and Wellness.
- Create an organizational culture that respects and celebrates the diversity of our consumers.
- Value learning as an ongoing process that enables us to better service our consumers and establishes our leadership in the industry.
- Research and utilize our industry’s best practices and analyze our own services to ensure the best possible outcomes.

Level of Supervision

Given
- May assist in the supervision of Level I & II students

Received
- Works under direct supervision of OT (with the expectation of gradually moving towards distant supervision)

Education/Licensing Requirements

Education and/or Experience
- Associates of Science from accredited school in OTA (Effective 2007);

Certificates, Licenses, Registrations

Occupational Therapist
• Licensed by State (CBOT); Registered (NBCOT) Certified Occupational Therapy Assistant (COTA).
• Valid Driver’s License and proof of automobile insurance.

**Knowledge, Skills and Experience**
• Graduate from accredited school and passed Certification and Licensure examinations.
• Able to assist in the management of the OT program and provide outcome statistics.

**Physical Requirements**
• While performing the duties of this job, the employee is frequently required to stand; walk and sit.
• The employee must occasionally lift and/or move up to 25 pounds

**Decision Making Responsibilities**
• Assist the OT with the following responsibilities:
  Supervise COTA; OT Evaluations; OT Treatment Plan; Direct Intervention; Documentation; Program Development; Outcomes: Advises Care Coordinator of any behavioral or emotional observations impacting the client’s safety and/or ability to participate in the program

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*This description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties and responsibilities at any time.*