Occupational Therapy Assistant

Supervisor: Supervisor/Consultant, Intervention Support Services & Licensed Occupational Therapist

FLSA Status: Non-exempt

Position Description

Under the supervision of the licensed Occupational Therapist, the Occupational Therapy Assistant will provide necessary services to students and employees based on their Plan of Care or Individualized Education Plan. The Assistant delivers occupational therapy services, including evaluation and re-evaluation, under the supervision of the licensed Occupational Therapist. They utilize research, data, and documentation to support clients in achieving their goals.

Task Title /Domain	Essential Job Functions	% Time Spent (estimate)
Treatment Planning & Implementation	• Assists and contributes to screenings and evaluations by providing information regarding students to the OT • Contributes to creating measurable goals with the OT and IEP team • Collaborates with the OT to develop intervention plans and develop interventions in students' school context and routine to enhance participation in their educational program • Provides direct and indirect occupational therapy services to students in accordance with IEP or 504 plans • Completes documentation, including data collection, on therapy services (e.g., contact notes, progress reports, updated IEPs, Medicaid billing) • Communicates information regarding student progress and suggested recommendations to appropriate individuals (e.g., students, families, educational staff, administrators) • Consults with OTs, teachers, paraeducators, PTs, SLPs, and other members of the educational team regarding student needs • Attends meetings (e.g., IEP meetings, parent–teacher conferences, team meetings) for the purpose of conveying and obtaining information regarding student progress (all decisions must be made by the OT) • Provides training to paraeducators regarding specifically assigned tasks • Participates in supervisory activities with the OT, advocating for more supervision when needed • Participates in and, when appropriate, facilitates education and training through in-service sessions for school personnel.	100%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Qualifications

Employment in this position is contingent upon compliance with applicable pre-employment requirements, including the satisfactory completion of required criminal records checks and fingerprinting in accordance with Ohio Revised Code § 3319.39 and other applicable laws and HCESC policies.

Required

- **Education:** Associate's degree in Applied Science or a related field.
- **Licensure:** Valid driver's license, Occupational Therapy Assistant license
- **Previous Work-Related Experience:** 1-2 years
- **Previous Supervisory Experience:** None
- **Other:** Able to provide own transportation to travel to various locations on a daily basis

Preferred

- **Certificates, Certifications, or Other Training:** National Board of Occupational Therapy certification (Certified Occupational Therapy Assistant)

Supervisory Responsibilities

Supervisory Activities: None
Supervisory Responsibility: N/A, not responsible for supervising employees

Financial & Asset Management

Tasks Performed: None
Spending or purchase approval authority: N/A

Asset Security

This position is not responsible for the safety and security of any assets.

Asset Responsibility

- Position does not manage or oversee any organizational assets. Individuals in this position may use resources in their work (e.g., office supplies, shared equipment, basic inventory), but they are not responsible for tracking and maintaining them.

Interactions & Decision-Making

Interaction Scope

- This position works with multiple teams or groups within their department or school and sometimes with people outside their department or school.

Stakeholder Interactions

- **Moderate:** Handle common needs and sometimes adjust responses or coordinate with others. *(Examples: Explain processes, resolve routine problems, share updates.)*

Decision-Making Responsibility

- This position decides how to organize their own work and set priorities for their tasks.

Knowledge & Skills

Knowledge (Business & Management, Operations & Technology, Services, and Safety & Legal)

- Basic
  - Administrative: Office systems and procedures such as creating and managing documents, organizing files and records.
- Intermediate
  - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
- Advanced
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
  - Law/Government: Local, state, and national laws and government regulations.
- Expert
  - None

Skills (Basic, Process, Resource Management, Social, Systems, and Technical):

- Continually or almost continually: Active Listening, Reading Comprehension, Speaking, Writing, Time Management
- More than half the time: Critical Thinking, Learning Strategies, Instructing
- About half the time: Service Orientation, Social Perceptiveness
- Less than half the time: Mathematics, Science, Active Learning, Monitoring, Coordination, Complex Problem Solving, Judgment/Decision-Making, Systems Analysis, Systems Evaluation

The essential functions, qualifications, physical and sensory abilities, mental and psychological demands, and work environment requirements described in this job description are representative of those necessary to successfully perform the duties of the position. A qualified individual must be able to perform the essential functions of the position, with or without reasonable accommodation.

Hamilton County Educational Service Center will provide reasonable accommodations to qualified applicants and employees with disabilities, as required by applicable law, unless doing so would impose an undue hardship. Employees or applicants who require a reasonable accommodation to participate in the application process or perform the essential functions of the position should contact Human Resources.

Working Environment (Physical, Mental, & Psychological Demands)

Work Type

- Medium Work: Medium Work involves exerting 20 to 50 pounds of force occasionally or 10 to 25 pounds of force frequently or an amount greater than negligible and up to 10 pounds constantly to move objects. Physical demand requirements are in excess of these for Light Work.

Physical & Sensory Abilities

- Continually or almost continually: Speaking, Hearing in-person speech, Near vision clarity
- More than half the time: Carrying/Lifting, Multi-limb Coordination, Finger Dexterity, Reaching, Repetitive Motion
- About half the time: Standing, Sitting
- Less than half the time: Crawling/Crouching/Kneeling, Walking, Pulling/Pushing, Hearing remote speech, Far vision clarity

Mental and Psychological Demands:

- **Regular Exposure:** The work for this position often requires balancing multiple priorities and handling emotionally charged or difficult interactions such as confrontation, complaints, or emotionally charged conversations.

Work Environment

This position is not exposed to any environmental work hazards.

Typical Noise Level: Moderate – Similar to a business office or department store

No personal protective equipment (PPE) is used to perform the duties of this position.

Hamilton County Educational Service Center is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by applicable federal and state laws. HCESC provides reasonable accommodations to qualified applicants and employees with disabilities in accordance with applicable law.