



<b>Job title</b>	COTA (Certified Occupational Therapy Assistant)
<b>Reports to</b>	Lead OTR/L
<b>Status</b>	Exempt

#### **Job purpose**

The Gersh Organization is dedicated to changing the lives of children on the autism spectrum. Our team of professionals is committed to providing opportunities, inspiration, and guidance for every child to reach their full potential, regardless of the challenges they face. With our family of programs in various locations on Long Island and in Puerto Rico, Gersh is the leading provider of educational and support services for children on the autism spectrum and their families.

The purpose is to provide services to children with disabilities and to educate staff on the needs of the students. COTA's will be supervised by the Lead Occupational Therapist and will follow a treatment plan/IEP goals developed to improve, develop, restore, or maintain a child's active participation in self-maintenance, work, leisure, and play in educational environments.

#### **Duties and responsibilities**

- Provides direct service according to a written treatment plan/IEP that the OT develops alone or with the OTA.
- Maintain high standards of confidentiality, attendance, and flexibility, while working cooperatively with Supervisors and other employees.
- Maintains records and documentation.
- Recommends modification of treatment approaches to the OT to reflect the child's changing needs.
- Communicates and interacts with other team members, school personnel, and families in collaboration with an OT.
- Maintains treatment areas, equipment, and supply inventory.
- Develop and maintain a daily schedule, which includes sites, students/classrooms and other activities/duties.
- Collaborate with OT a minimum of twice monthly.
- Other responsibilities related to the position as shall be assigned by the Director of Therapeutic Services.

#### **Qualifications**

- Must hold a NYS COTA License that is not expired and registered
- A.S. in Occupational Therapy
- Must have sensory knowledge
- Experience working with children with disabilities is a plus
- Must have excellent verbal and written communication skills
- Must have a passion for working with children
- Excellent interpersonal skills

**Physical requirements**

- The job may require lifting up to 25lbs.

**Direct reports**

None