



CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

SCOPE OF WORK:

Work involves assisting occupational therapists in providing occupational therapy services for individuals of all ages with disabilities. The COTA assists individuals in establishing, restoring, or maintaining a variety of skills including activities of daily living and social participation.

DUTIES PERFORMED AT ALL LEVELS:

- Provide personal care and instruct individuals in therapy areas through specific evaluation, determination, and implementation of treatment programs.
- Assist in evaluation of individuals' daily living skills and capacities to determine extent of abilities and limitations.
- Assist in planning and implementing programs utilizing activities selected to restore, reinforce, and enhance mobility; diminish and correct pathology; to promote and maintain health.
- Design and adapt equipment and working/living environment.
- Report information and observations to supervisor.
- Assist in instructing individuals and families in home programs as well as the care and use of adaptive equipment.
- Maintain complete and accurate record of therapy.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT I

3137

GRADE G

LEVEL DEFINITION:

Work at this level is performed in a training capacity under direct supervision and is considered to be less complex than at the Certified Occupational Therapy Assistant II.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires licensure as a certified occupational therapy assistant by the ND Board of Occupational Therapy Practice (NDCC Chapter 43-40). License requirements generally include an associate degree in an Occupational Therapy Assistant program.

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT II

3138

GRADE H

LEVEL DEFINITION:

Work at this level involves providing services to the most complex clients.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Administer specialized assessments to individuals for the development of treatment plans.
- Participate in treatment teams.
- May participate in community outreach programs.
- May supervise or act as lead to COTA students, volunteers and aides.
- Provide training to staff, parents or guardians.

MINIMUM QUALIFICATIONS:

Requires licensure as a certified occupational therapy assistant by the ND Board of Occupational Therapy Practice (NDCC Chapter 43-40) and one year of work experience as a Certified Occupational Therapy Assistant. License requirement generally include an associate degree in an occupational therapy assistant program.

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