



Meeting Street

**JOB VACANCY NOTICE**

**POSTED: 6/18/10**

<b>Job Title: Certified Occupational Therapist Assistant</b>	<b>Program: School</b>
<b>Supervisor: Director of Meeting Street School</b>	<b>Working Hours: 35</b>
<b>Position Supervised (if any):</b>	<b>Job # 300042</b>

*Critical features of this job are described below. They are subject to change at any time as duties, tasks and functions are assigned or re-assigned by management.*

**1. SUMMARY OF MAIN DUTIES:** To implement an appropriate occupational therapy treatment program as designed by and under the supervision of registered/licensed therapist, designed to meet the individual needs of an assigned caseload.

**2. JOB DUTIES:**

1. Assist registered/licensed occupational therapist by providing information for the evaluation of functional capabilities of clients on assigned caseload.
2. Implement individual treatment programs addressing specific IEP goals with measurable outcomes under the guidance and direction of a registered/licensed occupational therapist.
3. Maintain written documentation for treatment provided and communication with families in accordance with agency formats, in a professional manner, and in compliance with an established time frame.
4. Participate actively, cooperatively and constructively as a member of a multidisciplinary team. Provide instruction and guidance to ensure that the clients' goals are integrated into a comprehensive program.
5. Assist in assessment and fabrication of adaptive equipment used to facilitate and enhance client's function. Maintains and orders therapeutic equipment and supplies.
6. Attend IEP and team meetings as directed.
7. Perform other duties as directed or required.
8. Assist in the evacuation of children and clients during fire drills or other emergencies.
9. CPR training

**3. PROFESSIONAL STANDARDS, EXPERIENCE, TRAINING AND/OR EDUCATION NEEDED:**

**A. SKILLS**

- Familiarity with standard equipment used in treatment of pediatric population
- Effective and cooperative when dealing with people.

**B. PROFESSIONAL AND LEGAL STANDARDS**

- Licensure as a registered occupational therapist assistant from the Rhode Island Department of Health
- AOTA Standards of Practice and Code of Ethics
- Use and disclose PHI only as authorized, as necessary to carry out job duties
- Complete privacy and security training
- Report suspected violations including those of a business associate or contractor

**C. EXPERIENCE**

- Pediatric experience is preferred.

**D. TRAINING AND EDUCATION**

- Associate of Science Degree in Occupational Therapy Assistant field from AOTA approved program.

*For a copy of the job description, job vacancy application, or other inquiries contact Doris Brissette Ext. 280*

**Application Deadline:**

**To apply for this position, please submit a completed Job Vacancy Application to:**

Forward Resume to: (Please refer to job #'s 300042 when applying)

Doris M. Brissette Human Resources Manager

Meeting Street 1000 Eddy Street, Providence, RI 02905

Tel: 401-533-9280, Fax 401-533-9101 or email: [resumes@meetingstreet.org](mailto:resumes@meetingstreet.org)