

## **Job Title: Pediatric Occupational Therapy Assistant (OTA)**

**Reports To: Licensed Occupational Therapist (OT), Clinical Supervisor**

**Employment Type: Full-time/Part-time, flexible shifts available**

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### **Overview:**

Superstars is looking for an Occupational Therapy Assistant (OTA) to support the OT in providing high-quality therapy services to children. The OTA will assist in implementing treatment plans, providing direct support to young clients to help them achieve their goals, and contributing to a positive therapeutic environment that encourages growth and learning. The Pediatric Occupational Therapy Assistant (OTA) will work under the direction and supervision of a licensed Occupational Therapist (OT) to implement therapeutic activities focused on sensory, motor, and social-emotional development for children. The OTA plays a critical role in delivering engaging and effective treatment, adhering to HIPAA regulations, federal and Georgia state guidelines to ensure high standards of quality, privacy, and safety.

This position offers flexible scheduling, including morning, afternoon, and weekend shifts to accommodate diverse family needs. The OTA may assist in various settings, including clinics, schools, or community environments, fostering a collaborative atmosphere that supports the child's growth in real-world situations.

### **Key Responsibilities**

#### **1. Supportive Therapy Implementation and Intervention**

- Execute treatment plans and therapeutic activities designed by the OT, focusing on fine motor, gross motor, sensory processing, and social-emotional skills.
- Engage children in creative, play-based therapy activities that align with therapeutic goals, using methods that are developmentally appropriate and engaging.
- Monitor children's engagement, progress, and responses to activities, providing feedback to the supervising OT for any adjustments to the treatment plan.
- Ensure activities are conducted safely and adapt as needed to meet each child's abilities and developmental level.

## **2. Family and Caregiver Education and Support**

- Teach parents and caregivers to implement therapeutic strategies at home, providing insights on reinforcing skills in daily routines and addressing common concerns.
- Provide caregivers with written and verbal instructions on therapeutic exercises and home activities to promote skill development between sessions.
- Collaborate with families on short-term goals, encouraging a partnership that supports the child's development in both home and community environments.

## **3. Accurate Documentation and Compliance**

- Maintain accurate and timely documentation of session activities, child engagement, and progress toward established goals.
- Record detailed progress notes and maintain secure electronic health records (EHRs) following HIPAA, state, and federal regulations.
- Regularly communicate updates to the supervising OT, contributing to progress reports and billing documentation to comply with Georgia's Medicaid and insurance requirements.

## **4. Team Collaboration and Professional Development**

- Actively participate in team meetings, case discussions, and professional development sessions to stay informed about best practices and evidence-based techniques.
- Collaborate with other therapists, educators, and health professionals to support a cohesive approach to each child's therapeutic journey.
- Maintain state licensure and meet continuing education requirements as required by the Georgia State Board of Occupational Therapy, ensuring knowledge of current pediatric therapy practices.

## **5. Clinical Support and Equipment Maintenance**

- Assist in the preparation of therapy rooms and materials for sessions, ensuring a safe, welcoming environment.
- Maintain therapeutic equipment and supplies in good working order, reporting any necessary repairs or replacements.
- Monitor the use of therapeutic tools such as sensory bins, fine motor manipulatives, and weighted items, maintaining hygiene and organization.

## **Work Schedule and Flexibility**

The position allows for flexible scheduling to accommodate varying family and therapist needs, offering both full-time and part-time availability with shifts that can adapt to fit life's demands.

### **Shift Details:**

- **Core Hours:** Monday to Friday with a range of morning and evening shifts to meet scheduling needs (e.g., 8:00 am – 4:00 pm and 4:00 pm – 8:00 pm).
- **Weekend Availability:** Optional weekend hours for families needing additional support or intensive therapy sessions.
- **Scheduled Breaks and Lunch Periods:** Aligned with Georgia labor laws, break times are built into shifts based on the length of time worked.

### **Qualifications**

- **Education:** Completion of an accredited Occupational Therapy Assistant program.
- **Licensure:** Active OTA license in the state of Georgia.
- **Experience:** Experience in pediatric occupational therapy or an interest in working with children with developmental needs is preferred.
- **Skills:** Ability to implement therapy plans with creativity and sensitivity to developmental stages, good communication skills, and adaptability in dynamic environments.

### **Additional Skills and Traits**

- **Empathy and Compassion:** Demonstrates patience and a genuine interest in the well-being of children and families.
- **Creativity:** Uses imaginative activities to engage children, adapting methods to suit individual needs.
- **Team Player:** Works well in a collaborative setting with families, therapists, and educators to create a holistic support system for each child.