



Bergen Center for Child Development
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Maternity Leave Replacement: Certified Occupational Therapy Assistant (COTA)/Occupational Therapist (OTR)

Job Summary

The Certified Occupational Therapy Assistant (COTA)/Occupational Therapist (OTR) is a skilled professional who implements occupational therapy treatment plans under the supervision of a licensed Occupational Therapist (OTR). The COTA/OTR will assist students ages 5 – 21, currently attending the Bergen Center for Child Development to improve daily living skills, functional abilities, and independence. The COTA/OTR provides direct services in accordance with the student's individualized education plan (IEP), supports documentation, and collaborates with interdisciplinary teams to ensure comprehensive care.

Key Responsibilities

The COTA/OTR will be responsible for, but not limited to the following responsibilities:

- **Implementation of Treatment Plans:** Administer therapeutic interventions and activities, including exercises and activities of daily living (ADLs), as directed by the supervising OTR.
- **Direct Patient Care:** Provide hands-on assistance and guidance to students to improve functional abilities, motor skills, coordination, and independence.
- **Documentation:** Maintain accurate and detailed records of student progress, therapeutic interventions, and the outcomes of therapy sessions, under the supervision of the OTR.
- **Patient and Family Education:** Instruct students, families, teachers, and caregivers on adaptive techniques, the use of assistive devices, and strategies to support the continuity of care in home and school environments.
- **Observation and Monitoring:** Observe, record, and report on student reactions, condition, and progress during treatment sessions to the supervising OTR.

- Collaboration: Work as part of an interdisciplinary team, collaborating with OTRs, outside healthcare professionals, teachers, behavioral team members, parents, and educational staff to ensure comprehensive and effective care.
- Maintain Equipment and Supplies: Assist with ordering, maintaining, and preparing equipment and supplies required for therapy programs.
- Administrative Support: Assist the OTR with preparing reports and other related clerical tasks as needed.
- Continuous Improvement: Consistently update knowledge and skills to maintain certification and deliver the highest quality of care.
- Attendance and Punctuality: Maintain regular daily attendance and punctuality.
- Staff and IEP Meetings: Attend all required staff meetings and assist in developing and documenting specific objectives, particularly for students with Individualized Education Programs (IEPs).

Qualifications

- Education: Hold an Associate of Applied Science degree from an accredited Occupational Therapy Assistant program or complete a Masters' Degree in Occupational Therapy from an accredited program.
- Licensure: Possess a current and valid New Jersey COTA/OTR license.
- Certification: Maintain current certification with the National Board for Certification in Occupational Therapy (NBCOT).
- Skills: Demonstrate proficiency in therapeutic techniques, documentation, patient observation, and maintaining a positive and supportive patient environment. Possess strong interpersonal, communication, and collaboration skills.

Work Environment

- Settings: This role operates in diverse environments, including the Bergen Center for Child Development and the community.
- Patient Populations: The position will involve working with varied student populations, including individuals with developmental disabilities and students that present with challenging behaviors.
- Schedule: The yearly schedule will follow school-based requirements.