



Certified Occupational Therapy Assistant (COTA) Job Description

Ridge Zeller Therapy is an SLP-owned, women-led business recognized as a top therapy company in AZ. For over 15 years, Ridge Zeller Therapy has been dedicated to meeting the unique needs of our clients in multiple settings including public and private schools, homes, and our private clinic. We are seeking qualified candidates who are excited to be team members in our growing company of stellar professionals. We offer excellent benefits, competitive salaries, and opportunities for upward mobility and growth.

Job Description

Occupational Therapist Assistants work with individuals who struggle to do everyday tasks because of poor motor skills to help clients to develop, recover, improve, and maintain the skills needed to perform independent daily living activities at home, at school, and in the community.

In all settings, COTA duties include, but are not limited to:

- Conducting screenings.
- Contribute to the OTR's development of a client's individualized plan of care.
- Planning and implementing evidence-based interventions appropriate for individual students and groups.
- Maintaining records of the occupational therapy program and preparing periodic reports as required (e.g., progress reports, treatment notes, etc).
- Adhering to established rules, regulations, laws, and appropriate ethical standards.
- Providing individualized treatment to improve motor skills, balance, and coordination.

In the clinic and home setting, COTA duties include, but are not limited to:

- Developing a home program for parents.
- Teaching and collaborating with parents and other providers to improve the client's independence with daily living skills.

In the school setting, COTA duties include, but are not limited to:

- Attending meetings, such as Individual Education Plan (IEP) meetings, Multidisciplinary Evaluation Team (MET) meetings, special education meetings, and parent-teacher conferences.
- Meeting with related school personnel to coordinate specific objectives for IEPs.

- Working cooperatively with school personnel to accomplish the goals and objectives of the identified students.
- Providing consultation to parents, teacher, and other appropriate school personnel
- Modifying classroom equipment to accommodate children with disabilities to participate in school activities.

Qualifications / Expertise / Requirements:

- AZ Certified Occupational Therapy Assistant License (COTA/L)
- AZ fingerprint clearance card
- Valid driver's license
- Reliable transportation

Physical requirements, working conditions of position:

Stationary position

- Must be able to remain in a stationary position 50% of the time

Ascend/Descend, Bending, Twisting, Reaching:

- Occasionally ascends/descends a step stool to stock/retrieve office supplies or therapy tools.
- Constantly ascending/descending, pushing/pulling in seated and on-the-floor therapy exercises.

Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position

- Constantly operates a computer and other office machines, such as copy machine, laminator, and printer.

Shared workspace

- Must be able to work efficiently and effectively in a small workspace

Communicate, Converse with, Discern, Convey, Express oneself, Exchange information

- The person in this position frequently communicates with staff regarding client therapy. Must be able to exchange accurate information in these situations.

Move, Transport, Position, Put, Install, Remove

- Frequently moves therapy supplies weighing up to 25 pounds into the workroom onto shelves or storage space.

Environmental Exposure:

- Frequently works with CDC-approved general cleaning/disinfecting products in an indoor space. (Examples include but are not limited to: Bleach/water, disinfecting wipes, etc.)

Ridge Zeller Therapy provided the following inclusive hiring information:

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

- Women-led organization
- Inclusive of minority and disadvantaged groups
- LGBTQ+ friendly workplace
- Age-inclusive

+++ Affirmative action plan/equal employer opportunity (AAP/EEO) statement outlining federal contractor requirements and practices and/or equal employer opportunity statement. This certified occupational therapy assistant job opportunity in Arizona is nonexempt under the Fair Labor Standards Act (FLSA).