



Position:	Occupational Therapy Assistant (OTA)
Location:	Itinerant
Start Date:	ASAP
Supervisor:	Administrative Designee or Occupational Therapist
Type of Employment:	Full-Time - 180-Day Contract
Job Qualifications:	Illinois Occupational Therapy Assistant License (IDFPR)
Salary:	\$26/hour (BHASED CBA with Salary Range and Benefits); Comprehensive benefits package including health, dental, and vision insurance. IMRF position.

Position Overview: The Black Hawk Area Special Education District is seeking a passionate Occupational Therapy Assistant (OTA) to support students and staff within our BHASED programs and member districts. The Occupational Therapy Assistant will work with and at the direction of BHASED occupational therapists to help program for and deliver instruction to students with coordination and perceptual deficits, abnormal or delayed motor and adaptive skills, and identified developmental/physical disabilities to the extent that such limitations interface with the student's functioning within his/her educational program. The OTA will demonstrate the ability to develop and maintain professional relations as evidenced by ability to relate positively with staff, parents, students, and the community; have excellent verbal and written communication skills, including communicating a positive attitude; function as a team member; establish and maintain a favorable working and learning atmosphere; demonstrate actions that support BHASED, LEAs, other partners, and

their missions; maintain confidentiality related to agency, district, students, and family information; and demonstrate sensitivity and respect for diversity.

Responsibilities:

- Plan activities and carry out established occupational therapy treatment plans designed for individuals or groups to achieve the specific education goals as developed by the Individualized Education Plan (IEP) team under the supervision of an occupational therapist.
- Report appropriate information regarding the student's therapy program to OT/OTR (Occupational Therapist) and appropriate school team members.
- Understand and endorse federal, state, and agency regulations and procedures.
- Assist OT/OTR in conducting appropriate functional assessments for diagnosis and interventions, in developing appropriate intervention programs for students and recording information within the intervention plans, and individual educational plans (IEPs), and in providing direct integrated and consultation services to identified students.
- Document and report observations for student's performance and responses to occupational therapy to the therapist and to other team members when so directed by the occupational therapist.
- Consult and communicate with the occupational therapy staff regarding specific student/teacher/parent contacts as directed by the supervising OT/OTR. Such contacts may include information gathering for the OTR and relaying information/recommendations from the OT/OTR.
- Assist the OT/OTR in carrying out necessary record keeping duties as required by BHASED, LEA (Local Education Agency), and IDFPR (Illinois Department of Financial and Professional Regulation).

- Assist in the inventory, maintenance, and ordering procedures for occupational therapy equipment materials and supplies.
- Develop short-term objectives and treatment activities in accordance with the results of OT/OTR evaluation, recommendations, and staffing goals.
- Provide continual revisions of service and support delivery and communicate progress/regression to responsible OT/OTR.
- Communicate child's equipment needs, (i.e., wheelchair revision, adaptive equipment, or other) between OT/OTR school or Black Hawk Center.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities and adhere to agency regulations and safety practices.
- Implement student behavior support during therapy sessions.
- Maintain and increase professional knowledge through participation in professional learning opportunities.
- This is NOT a supervisory position and DOES NOT include evaluation of colleagues.

Qualifications:

- Associates degree from OTA training program approved by the American Occupational Therapy Association.
- Meet all state requirements, endorsements, approval, and licensure requirements as established by the Department of Education.
- Must be currently licensed by the State of Illinois Department of Financial and Professional Regulation to practice as an occupational therapy assistant.
- Must be dedicated to children, and demonstrate ability to work with them.
- Strong communication, organizational, and interpersonal skills.
- Ability to work collaboratively with a diverse group of stakeholders, including students, parents/guardians, teachers, staff, administration, and community members.

Application Process:

Interested candidates should complete the application found at this [LINK](#).

For additional information about the position or the application process, please contact:

- Tawny Barkman, Special Education Coordinator, tbarkman@bhased.org