

Are you looking for a rewarding career where you can make a difference in young children's lives? Join the staff at Project Reach Early Intervention Center & Preschool in Rawlins, Wyoming. We are currently seeking a part-time or possibly full-time Certified Occupational Therapy Assistant to provide therapy, and assist with evaluations and planning for children up to 5 years old. Most services are provided in a preschool environment with some home visits and travel throughout Carbon County. Candidate must have current or able to obtain license in the state of Wyoming. We offer competitive salaries, cafeteria style benefits and an academic calendar year schedule with opportunity for extra income during the summer. Visit us online at www.carbon.wyokids.org for a complete job description and application information. Project Reach is an equal opportunity employer.

OCCUPATIONAL THERAPY ASSISTANT

I) INTRODUCTION:

To assist OTs in providing a comprehensive occupational therapy program to children with disabilities from birth to age six.

II) DUTIES AND RESPONSIBILITIES:

- 1) Based on program designed by Occupational Therapist, provides individual and small group therapy in accordance with the IEP/IFSP.
- 2) Provide occupational therapy services in inclusive preschool classrooms and/or other settings.
- 3) Assist parents and other caregivers through consultation or home programming in understanding the child's needs, occupational therapy services, and how to assist the child in the home setting.
- 4) Collect and report data and other information about the child's progress.
- 5) Assist in the transition of children from the program into the public schools.
- 6) Assist in screenings of motor development as requested in order to identify the need for further evaluation.
- 7) Assist in formal and informal evaluations including standardized tests and clinical observation and compile results into a multidisciplinary report.
- 8) Participate in the development and review of the IEP/IFSP for identified children including recommending annual goals and short-term objectives.
- 9) Other duties as assigned relating to the effective delivery of services to children with disabilities and their families.

III) MINIMUM QUALIFICATIONS:

Associate's degree in occupational therapy assistance with AOTA registration and Wyoming state license. Certification by WDE or ability to obtain. Pediatric experience preferred.

IV) ESSENTIAL JOB FUNCTIONS:

Must be able to operate equipment typical in classroom and office settings, including assembling and disassembling toys and equipment. Must be able to communicate effectively in writing and speaking with a variety of audiences including parents, professionals and community members. Must understand the federal and state statutes and interpret rules and procedures. Should be organized and be able to work independently. Must be able to stand for long periods of time, lift up to fifty pounds, and be patient as well as agile in bending, walking other positions necessary for the care of children. Willingness and ability to travel in own vehicle throughout assigned service area.