



Job Title: Certified Occupational Therapy Assistant (COTA)

Revision Date: 12/05/2025

Supervisor Title: Manager of Therapy Services

Supervisory Responsibilities: None

FLSA Status: Non-exempt, Hourly Part-Time, up to 29.5 Hours Per Week

On site attendance and in-home visitation is required for this role

Rate: \$30 - \$40 depending on experience and FLSA status

At-Will Position

Beyond Blindness is a California Nonprofit Corporation founded in 1962 whose mission is to empower children with visual impairments and other disabilities to achieve their fullest potential. We envision a world where all children, no matter their abilities, are equipped to live full and rewarding lives. We value People First, championing and building upon the inherent strengths and value within each child, as well as Family, Connection, Impact, Inclusion, Stewardship, and Optimism.

Beyond Blindness is the only organization of its kind in Southern California that provides all the support and services — outside of medical care — that children with visual impairments and other disabilities need to develop to their highest potential and live fulfilling lives. Beyond Blindness is a one-stop support resource for these children, and their families, and provides services in clients' homes, at its location in Santa Ana, and in schools throughout Orange County.

Position Summary

The Certified Occupational Therapy Assistant position provides occupational therapy to meet student's developmental needs under the supervision of the Licensed Occupational Therapist (OT). Assists the department in specific therapy sessions as per client Individualized Educational Plan (IEP) /Individualized Family Service Plan (IFSP). Provides direct and indirect services to specific age groups. May supervise interns. May work in classrooms with groups or individuals.

This job description is intended as a guide to the general job responsibilities.

Responsibilities

- Works in supporting of role alongside and under the direction of a licensed OT.
- Implements therapeutic activities and instruct students, teachers, parents, and other involved persons for the purpose of providing appropriate care and supporting the student's IEP/IFSP.
- Writes daily soap notes and documents progress toward meeting established child and family outcomes.
- Directs/leads motor groups in the classroom weekly.
- Assists OT with preparing materials and performing clerical duties as needed.
- Participates in training, supervision, and meetings.
- Maintains clinics and equipment.
- Maintains daily records and billing information.
- Works with students during community integration programs, on-site program time, and as requested/scheduled.
- Complies with organizational guidelines and Health Insurance Portability and Accountability Act.
- Other professional, job-related duties as assigned.

Education & Experience

- Graduate from an accredited Occupational Therapy Assistant program
- State Occupational Therapy Assistant License (Must be current at all times)
- Bachelor's Degree preferred
- Experience working with special needs population, preferably with young children, preferred

Expectations

- Belief in mission
- Conduct self in a professional manner
- Willing to work evenings and weekends
- Respectful to supervisors and coworkers
- Regards all employee info as highly confidential
- Willingness as coordinator to answer phones and conduct other admin duties as agency needs

Licensing & Accreditation Requirements

All employees working for Beyond Blindness are required to always meet the following:

- LiveScan Fingerprint clearance and background check - DOJ/FBI/Child Abuse Index (one time or upon re-hire)
- Health Screening (one time or upon re-hire)
- Proof of immunity to Measles or MMR Vaccination Record (one time)
- Flu Vaccine within one year (and each year thereafter)
- TDAP Vaccine within last 10 years (and every 10 years thereafter)
- Current COVID-19 Vaccine (fully vaccinated)
- Clear TB test or Chest X-ray within last 4 years (and every 4 years thereafter)
- Current up-to-date Credential, License, Certification or Units for employment
- Valid driver's license and current auto insurance

Beyond Blindness offers sick time, flexible work schedules and select paid holidays for part time employees. Bonuses for employee referrals and programs for continuing education and growth opportunities available. Included in all companywide events and activities. We are a diverse community of employees and clients with an emphasis on a culture of engagement, positivity, and support.