



Community Services

• 35 Wall St. Oxford NJ 07893 • 66 Moore St, Hackensack NJ 07601 • www.fourcornerscs.com

Job Description

Job Title: Occupational Therapist Assistant
Reports To: Occupational Therapist
FLSA: Non- Exempt
Approved By: Executive Director

Position Overview:

We are seeking a **dedicated and compassionate Occupational Therapy Assistant (OTA)** to join our team and support individuals with **physical, developmental, or cognitive challenges**. Under the supervision of a **licensed Occupational Therapist (OT)**, the OTA will assist in implementing treatment plans, guide members through therapeutic activities, and promote independence in daily living skills.

This role is essential in helping individuals **develop, improve, and maintain** the skills needed for daily life, work, and community engagement.

Key Responsibilities:

Member Care & Treatment Implementation

- Assist the **Occupational Therapist** in carrying out **personalized treatment plans** to help members improve **mobility, coordination, and functional independence**.
- Guide members through **therapeutic activities and exercises**, including **fine and gross motor skill development, sensory processing, and strength-building**.
- Teach and reinforce **daily living skills** such as dressing, grooming, eating, and mobility.
- Support members in using **adaptive equipment and assistive devices** to enhance their independence.

Member Monitoring & Progress Evaluation

- Observe and document **member responses** to therapy, noting progress, challenges, and any concerns.

- Communicate **member updates** to the supervising **Occupational Therapist** for necessary adjustments to treatment plans.
- Ensure that members understand and follow **therapy goals and exercises** both in sessions and at home.

Education & Member Support

- Educate members and caregivers on **techniques to enhance daily living skills** and promote self-sufficiency.
- Demonstrate proper **ergonomics, posture, and body mechanics** to prevent injuries and optimize movement.
- Encourage and **motivate members** throughout their rehabilitation process.

Collaboration & Communication

- Work closely with **Occupational Therapists, Physical Therapists, physicians, and other healthcare professionals** to ensure coordinated care.
- Participate in **team meetings, case reviews, and interdisciplinary planning** to support member outcomes.
- Maintain **open and clear communication** with members, families, and healthcare team members.

Administrative & Compliance Responsibilities

- Maintain **accurate and timely documentation** of treatment sessions, progress notes, and evaluations.
- Ensure compliance with **state and federal regulations**, facility policies, and professional practice standards.
- Adhere to **confidentiality and HIPAA regulations** at all times.

Qualifications & Requirements:

- **Associate's Degree** in Occupational Therapy Assisting from an accredited program.
 - **Active OTA license** in New Jersey as required by state licensing board.
 - **CPR/BLS certification.**
 - **Clinical experience** in out-member, in-member, or rehabilitation settings preferred.
 - Strong knowledge of **therapeutic exercises, rehabilitation techniques, and assistive technology.**
 - Excellent **communication, teamwork, and member interaction skills.**
 - Ability to **lift, assist, and support members** as needed.
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How to Apply:

Interested candidates should submit their **resume and cover letter** to **hr@fourcorners.services** or apply through our website at www.fourcornerscs.com.

Four Corners Community Services (FCCS) is an Equal Opportunity Employer and welcomes applicants from diverse backgrounds.