POSITION OPENING

Certified Occupational Therapy Assistant Substitute

POSITION: Hiawatha Valley Education District is hiring a Certified Occupational Therapy Assistant (COTA) Substitute for September to October 2017 to work with students in the Education District. Position will be full-time, 40-hours per week, covering school districts of Dover-Eyota, Houston, Lewiston-Altura, Plainview-Elgin-Millville, and St. Charles. Travel between school districts is required.

RATE OF PAY: $23.50 per hour

DATES OF EMPLOYMENT: September 5, 2017 – October 18, 2017

RESPONSIBILITIES INCLUDE (but not limited to):
− Provide COTA services in a school-based setting to students with a variety of impairments, as outlined in a treatment plan, developed by the Occupational Therapist
− Independently lift or assist in lifting or transferring students encountered on the job
− Write reports and do other paperwork as directed by the Occupational Therapist
− Order supplies and maintain equipment used in therapy
− Any other responsibilities assigned by the Occupational Therapist deemed appropriate and acceptable for the position

QUALIFICATIONS:
− Successful completion of Occupational Therapy Assistant Program from a COTA accredited school
− Certifications in Occupational Therapy from the National Board for Certification, CPR certification
− Knowledge of occupational therapy standards and practices
− Knowledge of school-based services, IEP paperwork, and MA billing process
− Must have a valid driver’s license
− Ability to work well with teams and in team decision-making situations
− Must possess strong written and verbal communication

DEADLINE FOR APPLICATION: Until position is filled

APPLICATION MATERIALS REQUIRED:
− Cover Letter and Resume
− Copy of Minnesota License or proof of eligibility for licensure
− Copy of transcripts
− Minimum of three current (within 12 months) work related references
− Completed employment application form (found at www.hved.org)

APPLY TO:
Human Resources Manager
Email: HR@hved.org

Hiawatha Valley Education District
1410 Bundy Boulevard
Winona, MN 55987

~Hiawatha Valley Education District is an Equal Employment Opportunity Employer~