



## Region III Education Cooperative

Building Relationships  
Recognizing Differences  
Reaching Potential

1800 Storey Lane, Cottage Hills, IL 62018

Phone (618)462-1031 Fax (618)462-1035

Messina Lenger, Director

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### JOB POSTING

POSITION: Two (2) Full-time Occupational Therapy Assistant (COTA)  
Region III Programs

START DATE: January 2025

JOB DESCRIPTION: Participates in the implementation of occupational therapy  
treatment as assigned by OTR,

Includes:

- Directly reports to and works under the supervision of the OTR responsible for specific treatment goals.
- Utilize appropriate exercise or activities for restoration of physical function to increase balance, joint motion, muscle strength, coordination.
- Provision of perceptual training and sensory stimulation.
- Teach means to achieve an optimal level of functioning in self-care and other ADLs such as eating, dressing, writing, and transfer techniques.
- Instruction in the use of necessary adapted devices.
- Assist OTR in the construction of orthotic devices, such as splints or slings.
- Regular contact with classroom teacher regarding students' progress in occupational therapy program. Consult with teacher as needed regarding classroom difficulties.
- Offer psychological support and encouragement to assist students in meeting treatment goals.
- Report to the OTR any significant changes or problems with students' ability to achieve goals and obtain advice from the OTR on any student care or inter-family situation.
- Confer regularly with OTR to review students' progress and continuing plan of care and make joint visits with OTR whenever necessary to receive direct supervision.
- Attend and participate in in-service educational programs.
- Fill out data sheets daily, write progress reports following each treatment session, and complete billing requirements (Medicaid and District Billing).
- Collaborates with Registered Therapist with the writing of Individual Education

Plans and Annual Reviews for each student.

**LOCATION:** Region III Districts

**QUALIFICATIONS:** Graduate of an Occupational Therapy Assistant program approved by AOTA. Current certification as COTA by passing National Certification examination for COTA's. Current licensure (or application, thereof) within the State of Illinois.  
Special Skills:

- Skill in the application of occupational therapy techniques
- Ability to work effectively with people
- Creative thinking and effective planning
- Ability to recognize, report, and record pertinent information

**SALARY:** \$24.38

**SCHEDULE:** Full time

**DATE POSTED:** December 3, 2024

**APPLY TO:** Send Resume to: Messina Lenger, Director  
Region III Special Ed Cooperative  
1800 Storey Lane, Cottage Hills, IL. 62018  
Email: [kwieckhorst@region3sec.org](mailto:kwieckhorst@region3sec.org)

**DEADLINE:** Position open until filled