

FYZICAL THERAPY & BALANCE CENTERS

CITY CENTER AURORA | RITA'S LEGACY, INC.

Certified Occupational Therapy Assistant (COTA)

Position	Part-time, non-exempt \$34–\$37 per hour
Schedule	Mondays and Fridays; 8–10 hours per day (approximately 16–20 hours weekly consistently)
Location	Aurora, Colorado Outpatient rehabilitation
Reports to	Supervising Occupational Therapist; clinic leadership

Position Summary

The COTA delivers skilled, compassionate occupational therapy treatment under the direction and supervision of a Colorado-licensed Occupational Therapist. The position primarily supports the clinic's orthopedic, neurological, geriatric, and functional rehabilitation caseload. Pelvic health is an optional growth opportunity—not a condition of employment. The COTA supports patient independence, safety, and quality of life while contributing to a collaborative multidisciplinary team.

Essential Responsibilities

- Implement OT-established plans of care; provide skilled therapeutic activities, exercises, neuromuscular and functional interventions within scope and demonstrated competency.
- Address ADLs/IADLs, upper-extremity function, coordination, endurance, adaptive techniques, fall prevention, and functional mobility as appropriate.
- Support patients with orthopedic conditions, Parkinson's disease, stroke, chronic pain, and age-related functional limitations.
- Reinforce prescribed home programs and educate patients and caregivers on safe strategies for daily function.
- Observe and document patient response, communicate changes promptly, and refer reassessment or plan modifications to the supervising OT.
- Complete accurate treatment notes in Prompt EMR; comply with HIPAA, clinic procedures, applicable payer rules, and professional standards.
- Coordinate with PTs, the OT, and patient care representatives to support access, continuity, patient experience, and safe operations.

Optional Pelvic Health Development

Interested candidates may observe and receive mentorship from the supervising OT, pursue approved continuing education, and gradually assist with appropriate pelvic-health-related functional education or interventions only after competency review and within applicable scope, supervision, privacy, and payer requirements. Specialized or invasive interventions are not presumed to be within the COTA role.

Performance Expectations

Measure	Target
Scheduled capacity	At least 90% of available daily appointment capacity scheduled; exclude approved breaks and protected non-patient time.
Appointment length	At least 90% of scheduled treatment appointments structured as 40-minute visits unless clinically inappropriate.
Revenue per visit	\$90–\$95 average monthly revenue per completed visit; assessed with payer mix and reimbursement timing in mind. Support provided by Occupational Therapist.
Patient experience	Average patient satisfaction rating of 9/10 or higher (not a formal Net Promoter Score).
Documentation	100% of required encounter documentation completed within 24 hours.
Quality & teamwork	Safe, medically necessary care; effective communication, professional accountability, and collaborative supervision.

Scheduling outcomes are shared operational responsibilities. Patient safety, medical necessity, professional judgment, and compliance take precedence over productivity or revenue metrics.

Required Qualifications

- Graduation from an accredited occupational therapy assistant program and active, unrestricted Colorado OTA license.
- NBCOT COTA certification preferred; current BLS/CPR certification or ability to obtain promptly.
- Effective clinical communication, sound judgment within OTA scope, and reliable, timely documentation.
- Ability to perform essential clinical duties with or without reasonable accommodation.

Preferred Qualifications

Outpatient rehabilitation experience; familiarity with neurological, orthopedic, or geriatric populations; EMR proficiency; interest in continuing education. Prior pelvic health experience is not required.

Part-Time Benefits — Proposed; Subject to Eligibility

- 1-2 weeks of paid time off per year, prorated to the regular schedule (approximately 20–40 hours); administration must comply with Colorado paid sick leave requirements.
- Paid company-observed holidays when falling on a regularly scheduled workday; the other regularly scheduled day that week is reduced to eight hours under clinic policy.
- One paid birthday personal day, based on the regularly scheduled workday.
- Up to \$200 per month for eligible health insurance premium reimbursement, subject to the adopted HRA arrangement and plan documents.
- Up to \$500 annually for preapproved continuing education and specialty development.
- Clinical mentorship, optional pelvic health development, quarterly check-ins, and annual performance/compensation review.

Clinical Supervision & Role Boundaries

The supervising OT retains responsibility for evaluation, treatment planning, reassessment, and discharge decisions. Supervision, delegated interventions, documentation, and billing must follow Colorado requirements, applicable payer rules, and clinic policy. The COTA does not independently establish or materially revise plans of care.