



## **Occupational Therapy Assistant Academic Fieldwork Coordinator Occupational Therapy Program**

### **POSITION SUMMARY:**

The Occupational Therapy Assistant Program Academic Fieldwork Coordinator (AFWC) will provide OTA students with Level I and Level II fieldwork opportunities. The AFWC develops, coordinates, and monitors programming related to student fieldwork experiences. The AFWC is responsible for ensuring the program's compliance with ACOTE fieldwork education requirements and collaborating with fieldwork educators to ensure that fieldwork experiences meet the Program's objectives. The AFWC will also teach courses in the OTA program and will fulfill the job responsibilities of full-time faculty members, including program advisement and service to the College.

### **ESSENTIAL RESPONSIBILITIES:**

- Review annually and maintain updated fieldwork policies and procedures that ensure compliance with the Standards for an Accredited Educational Program for the Occupational Therapy Assistant;
- Document all fieldwork experiences that are provided to students, including mechanisms for formal evaluation of student performance;
- Ensure the fieldwork experience is designed to promote clinical reasoning and reflective practice, to transmit the values and beliefs that enable ethical practice, and to develop professionalism and competence in career responsibilities;
- Collaborate closely with level I and level II fieldwork educators to develop fieldwork experiences that most closely match the course learning objectives;
- Support the academic mission of the OTA program, the Department of Arts, Sciences, and Professional Studies and the college as a whole;
- Assign all eligible students a fieldwork experience and confirm the assignment in writing to both students and fieldwork educators;
- Ensure that students participating in fieldwork experiences maintain documented current immunization status according to the Program policy;
- Assure that all written contracts or letters of agreements between the educational institution and fieldwork education placement are signed and periodically reviewed;
- Ensure that all written contractual agreements between the College and fieldwork education placements are established prior to assigning students;
- Maintain a collaborative relationship with fieldwork educators. This includes making regular, periodic contacts with fieldwork educators at sites where students are attending;
- Visit fieldwork sites regularly;
- Maintain a current information file on each established contracted fieldwork education site;

- Identify and develop new sites for fieldwork education that provide the best match with the Program's mission and philosophy and opportunities for the application of concepts presented in the classroom;
- Assist with the development and implementation of policies for the withdrawal of students from fieldwork education placement when necessary;
- Orient students to the general protocol for fieldwork experiences and provide them with the appropriate resources associated with fieldwork selection;
- Reassign students who do not complete original fieldwork assignments in accordance with OTA department and College policies;
- Contribute to the advertising and promotion of the OTA program through an interdisciplinary approach;
- Review the quality and appropriateness of fieldwork experiences (facilities, fieldwork educators, intervention types, etc.) by considering student feedback, site visits and other information in order to make recommendations for continued partnerships;
- Send required student information to the fieldwork educator, or assign the task to the student;
- Facilitate the resolution of fieldwork issues affecting the student's academic performance;
- Advise students regarding fieldwork site selection;
- Ensure that student fieldwork attendance hours meet or exceed the Program's requirements;
- Assist fieldwork educators with students who require special accommodations in accordance with the Americans with Disabilities Act (ADA);
- Coordinate educational opportunities for clinical instructors;
- Ensure the ratio of fieldwork educators to student(s) enables proper supervision and the ability to provide frequent assessment of student progress in achieving stated fieldwork objectives;
- Teach OTA courses in accordance with the policies and procedures of the College;
- Provide academic advisement for students in the OTA program;
- Provide service to the program, Department, and College, including participating in recruitment activities and committee work;
- Participate in the ongoing review and improvement of the OTA curriculum;
- Support the philosophy and objectives of the College;
- Participate in College functions;
- Serve on committees of the College;
- Other duties as assigned to meet the mission of the College.

### **ESSENTIAL QUALIFICATIONS:**

#### **Minimum Position Requirements:**

- Master's required with 2 years of clinical practice experience as a COTA or OTR;
- Initially nationally certified and currently licensed to practice as OTR or COTA in the State of New York;
- Current driver's license;
- Fieldwork educator experience;
- Current NBCOT certification required;
- Current AOTA membership.

**ESSENTIAL FUNCTIONS:**

Professional business office setting. General environment requires employee to be flexible. Occasionally work is performed at the fieldwork site, requiring travel. This work may include hours standing and walking, including up and down stairs, moving up to 20-pound boxes, etc. Evening and weekend hours may be needed on occasion to perform work associated with this position. Ability to travel when needed.

**TO APPLY:**

Please complete the online job application and submit a cover letter and resume, as attachments. Completed applications are forwarded to the Search Committee for review. The Search Committee will carefully review each resume and qualified candidates will be contacted for an interview.

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*

**VILLA MARIA COLLEGE INCLUSION STATEMENT:**

*At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.*