



# Children's TherAplay

The Children's TherAplay Foundation, Inc.

## Job Description – Clinic Technician

**TITLE:** Clinic Technician

**STATUS:** Part-time Hourly Employee, Non-Exempt

**REPORTS TO:** Clinic Lead Therapist

### SUMMARY OF PRIMARY DUTIES & RESPONSIBILITIES:

The Clinic Technician is responsible for assisting PT/OT/SLP therapists in daily clinic management and operations

### ESSENTIAL PRIMARY DUTIES:

The following functions describe the essential duties of this role. Other additional related duties may be assigned from time to time.

- Assist physical, occupational, and speech therapists with treatment.
  - This may include the following: treatment preparation and/or clean up, hands on assistance during treatment sessions, or other related projects.
- Maintain safe and clean working environment by keeping treatment areas organized and clean and complying with procedures, rules, and regulations.
- Assist with clinic supply purchasing, management and organization
- Other administrative duties as assigned.
- Maintain patient confidentiality at all times, conforming to HIPPA privacy regulations.
- Provide side walking during HPOT therapy sessions on an as needed basis.
- Other duties/projects as assigned.

### PREREQUISITE SKILLS:

- Ability to take initiative to work independently and with other team members.
- Ability to communicate openly, honestly, directly and effectively with all staff by both written and verbal skills.
- Comfortable working with children with disabilities with significant motor, cognitive, and behavioral challenges and following therapist lead in relation to child based interactions.
- Comfortable working in a barn environment utilizing both equine and canine animal assisted therapies

- Ability to multi-task effectively and work independently with daily clinic technician duties and additional projects as assigned

**REQUIRED EXPERIENCE:** Experience with rehabilitative health or physical/occupational/speech therapy preferred, but not required.

**REQUIRED EDUCATION:** Must hold a high school diploma and ideally have interest in the field of physical, occupational, or speech therapy

**CERTIFICATIONS:** CPR/First Aid Certification

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

- Ability to lift 50 pounds overhead
- Ability to walk up to 10 miles per day
- Ability to work around horses
- Ability to sustain frequent
  - Standing
  - Walking
  - Bending (forward and sideways)
  - Grasping
  - Twisting at the waist
  - Squatting
  - Kneeling

**ORGANIZATION OVERVIEW**

Located in Carmel, Indiana, The Children’s TherAplay Foundation, Inc. (TherAplay) is a mission driven organization with a team of dedicated employees who work enthusiastically and collaboratively to support the children we serve. If you are interested in being a part of our growing organization, we want to share more information with you!

TherAplay is an Equal Opportunity Employer. We are committed to the inclusion of and full participation by all persons in the achievement of our mission.

Would you like to learn more about how you can use your skills to impact an extraordinary mission? We would love to hear from you! Please submit a cover letter, resume and three references to Kaylin at [kshiver@childrenstheraplay.org](mailto:kshiver@childrenstheraplay.org). Please no phone calls.