



Children's TherAplay
The Children's TherAplay Foundation, Inc.

Job Description – Clinic Rehabilitation Assistant Internship

- TITLE:** Clinic Rehabilitation Assistant Intern
- EMPLOYMENT TYPE:** Unpaid (Volunteer)
- REPORTS TO:** Speech Therapy Team Lead and Director of Therapy Services
- GENERAL FUNCTION:** The Clinic Assistant Intern is responsible for assisting the physical, occupational, and speech therapists in daily clinic management and operations
- SCHEDULE:** Ideally the Clinic Assistant Intern would be available to be in the clinic during clinic hours of operation, either partial days (mornings OR afternoons) or full days with a 1.5 hour break between morning and afternoon shifts.
- REQUIRED EDUCATION:** High School Graduate; currently working towards undergraduate or graduate degree preferred; ideally have interest in the field of physical, occupational, or speech therapy
- CERTIFICATIONS:** CPR/AED/First Aid Certification helpful but not required.
- PREREQUISITE SKILLS:**
- Must have a passion for helping people with disabilities.
 - Ability to effectively provide customer service to all customers and contacts.
 - Ability to communicate openly, honestly, directly, and effectively with all customers and staff with both written and verbal skills.
 - Ability to incorporate a basic understanding of human behaviors, developmental needs, physical needs, emotional needs, and comfort during all interactions.
 - Understanding/experience with computers including recent versions of Microsoft Office Suite.

ESSENTIAL FUNCTIONS:

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

1. Maintain safe and clean working environment by keeping treatment areas organized and clean and complying with procedures, rules, and regulations.
2. Accompany and provide support to therapists in pediatric therapy sessions.
3. Provide side walking (ensuring the safety of the child by walking next to the horse) during therapy sessions as needed.
4. Support the Front Desk Coordinator. Tasks may include answering calls from families and physicians' offices, greeting and checking in patients, as well as scheduling therapy appointments.
5. Maintain patient confidence and protect operations by keeping patient information confidential, conforming to HIPAA privacy regulations.
6. Other duties as assigned.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Ability to lift 40 pounds overhead.
- Ability to walk up to 5 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, IN, Children's TherAplay provides physical, occupational and speech therapies using equine movement as a treatment tool for children with disabilities and/or unique needs. For over 22 years, TherAplay has been treating kids 18 months to 13 years with a variety of diagnosis and developmental delays and we have grown to become the largest facility specializing in hippotherapy in the country.

The horse can provide a therapeutic input that cannot be replicated in any other type of therapy. These inputs have allowed our clients to see transformational outcomes, such as children with mobility limitations taking first steps, non-verbal children saying their first words, children learning to feed themselves independently, and dress and care for themselves more independently. The list goes on.

Children's 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.

RESUME SUBMISSION DIRECTIONS:

Interested candidates should submit their resume, cover letter, and timing of preferred internship to Alex Helmick, OT Team Lead, by email at ahelmick@childrenstheraplay.org. No phone calls please.

DISCLAIMER* At the completion of the internship position, a contracted position with the foundation is not guaranteed.