



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

Job Description – Clinic Assistant Internship

TITLE:	Clinic Assistant Intern
EMPLOYMENT TYPE:	Unpaid (Volunteer)
REPORTS TO:	Volunteer & Development Coordinator
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 Monday-Friday 8 am-12pm and/or 2-6pm M-Th and/or 1-5pm on Fridays.
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:	<ul style="list-style-type: none">• Comfortable working with children with disabilities with significant motor, cognitive, and behavioral challenges and following therapist lead in relation to child-based interactions.• Ability to communicate openly, honestly, directly, and effectively with all customers and staff by 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.• Ability to take initiative to work independently and with other team members.• 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

ESSENTIAL FUNCTIONS:

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.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Ability to lift 50 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, Indiana, The Children's TherAplay Foundation, Inc. (TherAplay) is a non-profit pediatric outpatient clinic providing physical, occupational, and speech therapies *on horseback*, through an innovative treatment strategy called hippotherapy. We treat kids 18 months-13 years with a variety of diagnosis and developmental delays.

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 and cover letter to McKenzie Land, Volunteer & Development Coordinator, by email at mlland@childrenstheraplay.org. No phone calls please.

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