



Job Description – Internship

TITLE:	Clinic Assistant Intern
EMPLOYMENT TYPE:	Unpaid
REPORTS TO:	Development & Volunteer Coordinator & Clinic Operations Manager
GENERAL FUNCTION:	The Clinic Assistant Intern is responsible for assisting the physical and occupational therapist with sidewalking and non-clinical tasks in our outpatient pediatric setting.
REQUIREMENTS:	Ideally the Clinic Assistant Intern would be available to be in the clinic Monday-Friday 7:45am-12:30pm and/or 2-6pm M-Th or 1-5pm on Friday's.
REQUIRED EDUCATION:	High School Graduate; currently working towards undergraduate or graduate degree.
CERTIFICATIONS:	CPR/AED/First Aid Certification helpful but not required.
PREREQUISITE SKILLS:	<ul style="list-style-type: none">• Must have a passion for helping others in the special needs community.• Ability to effectively provide customer service to all customers and contacts.• 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.• 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 (on occasion) to therapists in pediatric therapy sessions.
3. Provide side walking during therapy sessions.
4. Maintain patient confidence and protect operations by keeping patient information confidential, conforming to HIPAA privacy regulations.
5. Other duties as assigned.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Ability to lift 40 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 is a not-for-profit outpatient pediatric rehabilitation clinic providing physical and occupational therapies for children with special needs. A unique aspect of Children's TherAplay's programs is that we incorporate the movement of horses (known as *hippotherapy*) as a therapy tool during physical and occupational treatments.

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 Audrey Najjar, Development & Volunteer Coordinator, by mail or email. No phone calls please.

Email address: anajjar@childrenstheraplay.org

Mailing address: Children's TherAplay, Attn.: Audrey Najjar, 9919 Towne Rd., Carmel, IN 46032

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