



## Open Position for Office/Clinic Aide

### Company

At PlaySteps for Developing Kids, our mission is to provide high quality occupational therapy services for children. In a nurturing, child-centered environment, we support development in the areas of sensory processing, motor coordination, and the myriad functional skills built upon these areas. Our clients range in age from toddlers to teenagers, with most falling in the three to ten-year-old range. We work closely with parents and others involved in each child's care, with the goal of providing services that are meaningful within the context of the child's life.

### Position Summary

The Office/Clinic Aide will support all PlaySteps' therapists by maintaining supplies and materials and keeping order in the clinic to help provide a welcoming environment for safe, efficient and effective therapy.

### General Tasks

- Check in with Director to see what special projects are needed that day to prioritize.
- Keep copies of forms and therapy activities stocked.
- Organize and file charts of discharged clients.
- Update therapists' shadowing schedule monthly.
- Set up for groups, if coordinates with your work schedule.
- Keep clinic, office supplies, soap dispensers and paper goods stocked (paper towels, tissues, etc.).
- Keep order in the waiting and fine motor rooms.
- Bring to Director's attention areas of the clinic maintenance that could be improved.
- Other tasks as needed.

### Job Requirements

- Organized and takes initiative to improve procedures to maintain order and supplies
- Basic computer skills
- Team player
- Demonstrates professional/personal confidentiality and integrity
- Positive attitude
- Willing to help with projects not related directly to job description

### Days and Hours

Ranges between two and six hours per week. Scheduled hours can be flexible. Additional hours may be available for special projects from time to time.

*To apply, please send resume and cover letter to [office@play-steps.com](mailto:office@play-steps.com).*