



Job Title:	Children’s Therapy Clinic Assistant Director	Job Category:	Management
Location:	1400 Hulman Street Terre Haute, IN 47802	Pay Frequency:	Bi-Weekly (Every other Friday)
Salary Range:	Dependent on Experience	Position Type:	Full Time (40 Hours/Week)
Reports to:	Children’s Therapy Clinic Director	Dress Code:	Business Casual
Will Train Applicant(s):	Training will be provided on agency systems, programs, and procedures. The Executive Director will be available for questions and assistance.		
Job Description:			

Job Purpose: The Assistant Clinic Director supports the day-to-day operations of running the First Steps services of the clinic in an effort to increase efficiency through systems and processes. The Assistant Clinic Director supervises the First Steps staff and supports any agency staff. The Assistant Director also supports and assists in the work of the Clinic Director. The position assures the best services for the First Steps patients and their parents. The Assistant Clinic Director answers to the Clinic Director.

Scope of Responsibility and Authority: The Assistant Clinic Director supervises the activities of the First Steps professional staff and has oversight of the First Steps support staff.

Responsibilities:

- Carry a partial caseload based on availability as determined in partnership with the Clinic Director;
- Assist Reach Services in First Steps program development;
- Establish the number of therapists needed per discipline to meet the needs of current First Steps clients and address the waiting list;
- Develop and implement policies and procedures and work with FSSA to assure compliance;
- Supervise First Steps clerical staff;
- In partnership with the Clinic Director, complete interviews, hiring and training of new staff;
- Assure the scheduling of First Steps clinicians to meet the needs of the First Steps clientele;
- Assure the timely completion and submission of First Steps billing to FSSA and address any billing issues;
- Oversee and direct the daily business operations for the First Steps Program;
- Assist Clinic Director with Student Placements for the First Steps Program;
- Complete annual parent surveys for the First Steps Program and implement any needed corrective action;
- Work with First Steps contract staff to assure availability and quality;



- Coordinate ordering of items for both First Steps and the Children’s Clinic;
- Comply with all local, state and federal laws governing accounting practices and procedures;
- In partnership with the Clinic director, oversee all functions of the Adaptive Lending Library;

General Duties:

- Interact with First Steps parents and other professionals in the field.
- Collect time sheets and information for the first Steps payroll and submit per deadlines.
- Oversee office filing and record keeping systems

Requirements /Qualifications

- Master’s degree (preferred) or the equivalent, in a relevant therapeutic field such as Physical, Occupational, or Speech Therapy;
- Three years’ experience in supervision (preferred);
- Five years’ experience as a Physical, Occupational, or Speech Therapist (preferred);
- Strong collaboration abilities;
- Excellent organizational and interpersonal skills.

TO APPLY:

Please submit a cover letter, resume, and 3 references by email to:

Sarah Chandler, Executive Director

schandler@reachservices.care