



High Hopes

DEVELOPMENT CENTER

Therapy Technician

Description:

The Therapy Tech will be responsible for the day-to-day maintenance and organization of the clinic spaces.

Responsibilities include but are not limited to:

- straightening/cleaning the clinic environment
- restocking supplies (tissues, wipes, etc)
- organization of toys and equipment
- assisting therapists with therapy sessions as requested
- administrative projects

Reports to/Directly Supervised by:

Director of Clinical Services

Qualifications:

High School Diploma

Special Skills & Qualifications:

Must have strong interpersonal and communication skills. Must have effective time management skills, attention to detail, and strong organizational skills. Effective human relations skills are required for interfacing with team members, all levels of staff, families, and other contacts. Must possess the ability to function in a busy environment effectively. Must be able to maintain confidentiality. Must possess the ability to prioritize work, be aware of multiple time frames, and perform the essential duties of the position.