



Growing futures for children with special needs

2028 Parmenter Street ~ Middleton, WI 53562 ~ www.giosgarden.org ~ 608-833-6IOS

Family Intake Assistant/ Therapist

Reports Directly to: **Family Intake Counselor**

Status: **Non-Exempt or Exempt, Full Time**

Availability: **days, evenings, and weekends**

DESCRIPTION:

This position will work on creating and implementing activities to address the needs of children with developmental delays ages birth through six years, along with assisting the Family Intake Counselor with new child intake meetings, child paperwork for licensing, child assessment and supervising volunteers and interns as needed.

GENERAL RESPONSIBILITIES:

Implementation of Therapeutic Programming (50%)

- Maintain a safe, interactive, and stimulating environment that addresses the individual and developmental levels and unique needs of each child.
- Implementation and adaptation of developmentally appropriate therapeutic programming based on client's developmental needs
- Implementation of monthly group therapy and individual therapy as assigned
- Coordinate with outside agencies to provide well-rounded support for each client as assigned
- Care for functions of daily living with all programs provided including, but not limited to: administering medications, g-tube feedings and meal plans, toileting, behavior plans, dressing, and additional cares as needed
- Maintain a safe, sanitary, healthy environment by completing daily maintenance and household duties as needed
- Cover child hours at one Respite 2 Go location twice a month

Family & Child Intake (40%)

New Children & Families

- Guide families through the intake procedure (answer questions, send application, process application, set and participate in new parent meeting, collect missing paperwork, etc.).
- Take a lead role in New Parent Meetings working directly with the child to conduct initial evaluation.
- Lead progression of initial assessments within first 6 visits for all new children.
- Create treatment plan and initial therapeutic goals based on findings of initial evaluation and assessments.
- Enroll children after New Parent Meeting (update database, send new family newsletter, creating child folders, scan file into Google docs)

Current Children & Families

- Maintain current information concerning each child's specific care by updating assessments, goals sheets and folder
- Provide written documentation of parent interactions and child updates
- Provide family support for appointments and meetings (such as IEP & therapy) on an as needed/appropriate
- Provide resource and community outreach support for families and children as needed/appropriate
- Provide written documentation of all therapy sessions, assessments, interventions and recommendations
- Participate in family events, trainings and other offerings provided by Gio's Garden.
- Create graduation information and gifts as child graduates from services.

Volunteer/ Intern Supervision (5%)

- Provide supportive supervision and evaluation of volunteers and interns as assigned

Other Duties As Assigned (5%)

- Attend monthly staff meetings and activity staff meetings.
- Participate in 15 hours of continue education and training each year.
- Represent Gio's Garden in a positive, professional manner within the office and the community.
- Maintain complete confidentiality of information concerning the families, children, volunteers and staff.
- Perform other related duties as may be assigned by Gio's Garden leadership staff.

POSITION QUALIFICATIONS

1. Skill in providing high quality, safe care; excellent customer service and support skills.
2. Organizing and prioritizing workload
3. Excellent verbal and written communication skills
4. Ability to work as part of a therapeutic team to ensure the best possible care for clients
5. Work effectively with managers, co-workers, and members of the public and professional groups to manage and coordinate activities and projects.
6. Ability to maintain confidentiality and work within the Code of Ethics standard for field.

QUALIFICATIONS

- Bachelor's Degree in Recreational Therapy, Art Therapy, Rehab Psychology, or in a related field.
- Three years experience working with individuals with special needs and their families.
- Experience providing supervision preferred
- CPR Certification preferred

Staff Name: _____ **Signature:** _____ **Date:** _____

Supervisor Name: _____ **Signature:** _____ **Date:** _____