

## **Job Description Play Facilitator (Part Time)**

Reporting to:	Director of Therapy Services
Job Purpose:	To work in partnership with therapy staff and director providing one on one play programs to individuals on the autism spectrum.
Description:	Play facilitators work one on one with clients who present with Autism Spectrum Disorders or other social-developmental delays. Patients without insurance coverage or who choose to have extended appointments do so at a self-pay rate. These sessions are 30mins in duration with one of our trained play facilitators. The facilitator should have knowledge of autism disorders, feel very comfortable, and be able to promote a fun environment where the “relationship comes first”. Facilitators must be open to learning from the therapy team, coordinating goals and play plans with the client’s team, and able to move about the playroom easily. Time will be spent laying and kneeling on floor, jumping, rolling, etc.

### Essential Criteria:

- High School diploma, background check, and 3 references are required.
- Ensuring the delivery of play opportunities in a safe and caring environment.
- Providing safe, creative, appropriate play using techniques accepted by The Griffin Promise Autism Clinic. Preparing activities, organizing the programme etc.
- Assisting the therapy team in providing appropriate social skill based play programs that are prioritized on “relationship first” goals.
- Carrying out day-to-day administration, record-keeping, filing, etc. to meet the job requirements.
- Must retain all HIPAA compliance rules and regulations.
- Encouraging parental involvement and support within the program.
- Must be open to learning and training from therapy staff and outside sources as recommended by the executive team.
- Attending meetings as appropriate.
- Carrying out responsibilities and activities within an equal opportunities framework.
- Working within agreed policies.
- Volunteer work in fundraising activities for the clinic is required.

APPLICATION FOR APPOINTMENT  
AS  
**Play Facilitator (Part time)**

**This form must be completed in full by all applicants in ink or typed.**

This form should be returned to

**The Griffin Promise  
2552 E. Kenosha St.  
Broken Arrow, Ok 74014  
Or fax to 9188933745 Attention: Executive Director**

**The Griffin Promise IS AN EQUAL OPPORTUNITIES EMPLOYER AND  
WELCOMES APPLICATIONS FROM ALL INTERESTED PARTIES WHO  
MEET THE JOB REQUIREMENTS.**

**Name:** ..... **Previous Name(s)** .....

**Telephone No (Home/Mobile)** .....

**Address** .....

Previous Address (within last 5 years) .....

Date of birth .....

**Education History: High school and later**

Name of School, College of Further Education or University	Dates attended

**Professional Qualifications obtained**

Title of Qualifications	Date Awarded

**Educational or Professional Studies in Progress**

Nature of Studies	Duration of Studies

**Details of present Employment and Position held**

<b>Name and Address of present Employer (if any)</b>	<b>Date Employment commenced</b>	<b>Position</b>	<b>Salary Scale</b>

**Details of Previous Employment and Positions held**

<b>Name and Address of previous Employer</b>	<b>Dates Employed</b>	<b>Position</b>	<b>Reason for leaving</b>

**Having read the job description, please give details of your previous experience, which you believe is relevant to this position:**

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**Give details of any relevant skills, expertise and abilities gained through voluntary work or other positions that you feel make you a good candidate for this position:**

continue on separate sheet if necessary

**Give details of training, which may have relevance to this position**

continue on separate sheet if necessary

**Do you have any outstanding convictions or warrants?**

Yes/No

**Is there any reason why you cannot work with children / vulnerable adults?**

Yes/No

**Do you hold a full current driving licence?**

Yes/No If yes, please list Drivers License # \_\_\_\_\_

**Give particulars of any illness, which incapacitated you for more than 7 days during the last 2 years**

**Please give the names, addresses and occupations of two persons not related to you, to whom reference may be made. One of the Referees must be a previous employer (if any) and both should be able to comment on your ability to carry out particular tasks of the job.**

<b>Previous Employer (if any)</b>	
Name .....	Name .....
Address .....	Address .....
.....	.....
.....	.....
Phone # .....	Phone # .....
Occupation/Title .....	Occupation/Title .....

I certify that the above information is correct and understand that any false or misleading information, if proved, may result in no further action taken on this application, or, if appointed, dismissal from the service of the Project.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**For administrative use only**

Date received .....

Time received .....

Received by .....