



**SPALDING UNIVERSITY**  
**Occupational Therapist Teaching Clinic Coordinator**  
**Job Posting**

**JOB SUMMARY:**

Enabling Technologies of Kentuckiana (enTECH) is a division of the Auerbach School of Occupational Therapy (ASOT) at Spalding University. enTECH is an assistive technology clinic that provides direct services to individuals, groups, populations and the community using enabling technology to help individuals reach their full potential. enTECH also provides assistive technology educational opportunities for current and future practitioners. The Occupational Therapist/Clinic Coordinator will have a primary responsibility of assisting in the successful development and implementation of a teaching clinic for Occupational Therapy students in coordination with the current program at Spalding University. Collaboration with staff and community members to ensure efficient program operations through procedure oversight, scheduling, coordination, and outreach is essential. It is imperative that the candidate build a strong referral relationship with health, education, and community professionals. The position reports directly to the Administrator & Clinical Supervisor Cindee Quake-Rapp and Director of Operations Joe McCombs.

**SKILLS AND EDUCATIONAL REQUIREMENTS:**

- OTD or MSOT Degree
- Licensed and registered in the state of Kentucky
- (ATP) Assistive Technology Professional Certification preferred or willingness to obtain RESNA certification

**QUALIFICATIONS & RESPONSIBILITIES INCLUDE:**

- Therapist experience with First Steps Kentucky
- Program development and recruitment
- Provide direct service to consumers/customers of enTECH
- Timely and accurate completion of all clinical and contract documentation for appropriate billing.
- Timely and accurate completion of all documents related to billing entities who contract for services with the University.
- Coordinate and implement a successful teaching environment for student training.
- Fieldwork Educator for Level I and Level II Fieldwork Students
- Process paperwork for loaned equipment and donations to the community as well as schedule pick-ups and deliveries.
- Coordinate communication (via phone, electronic mail, and personal visits) to promote the use of enTECH programs and services including the CARAT program.
- Review consumer equipment requests and available matches promptly
- Restock, sanitize, refurbish and inventory equipment as needed
- Attention to detail and capacity to prioritize as well as multi-task.
- Ability to work independently
- Must have experience in using Microsoft Office Suite, including Word, Excel, and Outlook and have a high level of accuracy in data entry.



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- Must possess the ability to work with personnel, family members, visitors, government agencies and the general public.
- Collaborate with graduate assistant students to clean, and inventory donated equipment.
- Submit monthly data online through the Kentucky Assistive Technology Network.

**PHYSICAL DEMANDS:**

Must be able to perform the following requirements for this position:

- Dexterity of hands and fingers to operate standard office equipment and service various devices
- Ability to lift to 50 pounds
- Ability to carry 10 to 15 pounds
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling or crouching for periods of time
- Ability to read a variety of material
- Hearing and speaking to exchange information
- Reaching overhead, above the shoulders and horizontally

**HOW TO APPLY:**

Please send electronically your cover letter and resume to:

Yolanda Peterson

Human Resources Coordinator

ypeterson@spalding.edu

**ABOUT SPALDING UNIVERSITY:**

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

*Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.*



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With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a

distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.