



Changing Tides

THERAPY SERVICES

RE: Office Assistant

Join our growing team! Changing Tides Therapy Services provides pediatric therapy services in Homer, Alaska and surrounding communities, with relationships and play as the foundation of our work. We support children and families through collaborative, integrity-driven care that holds excellence as the expectation. Families are active partners in the process, and our team works together across disciplines to create meaningful, lasting outcomes for the children and community we serve.

Changing Tides Therapy Services is seeking a skilled and passionate Office Assistant. As a vital member of our clinic, you'll have the opportunity to make a real difference in the lives of children and their families while enjoying a supportive and positive work environment.

Office Assistant Job Responsibilities:

- Help keep the clinic clean, calm, and welcoming by resetting therapy rooms, tidying shared spaces, and assisting with light cleaning tasks
- Organize therapy materials, toys, books, and supplies so clinicians can easily find what they need
- Prepare therapy materials such as cutting, laminating, assembling visuals, and setting up activities
- Restock supplies and alert supervisors when items are running low
- Support clinicians and staff with day-to-day tasks as needed
- Assist at the front desk when needed, including greeting families and answering phones
Help with basic office tasks such as copying, scanning, filing, and organizing paperwork
Interact positively and respectfully with children and families throughout the clinic, even when not directly supporting therapy
- Occasionally and with guidance, join therapy sessions to assist clinicians or engage in play with children, as appropriate and within comfort level
- Follow clinic policies related to safety, confidentiality, and professionalism
- Work as part of a team to support a positive, respectful, and collaborative clinic environment

Office Assistant Minimum Skills and Qualifications:

- High school diploma or GED recommended but not required
- Reliable and able to arrive for scheduled shifts as expected
- Strong relational skills and a friendly, respectful approach when interacting with children and adults
- Comfortable being around children and able to engage appropriately, even if not providing direct therapy support
- Willingness to learn new tasks and follow instructions
- Ability to stay organized and complete tasks independently after training
- Basic communication skills and a positive, team-oriented attitude
- Ability to lift, carry, or move light items such as bins, toys, or supplies
- Ability to follow safety guidelines and respect confidentiality
- Dependable, responsible, and able to ask for help when unsure

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties, as negotiated, to meet the ongoing needs of the organization.

Reports to: Owner, or other designated manager

Fax: (907) 531-7368
Phone: (907) 435-1071
601 East Pioneer Av. Suite 203 Homer, Ak

