

Occupational Therapist Trainer

Philippines

*This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.*

Assignment Details			
Assignment title	Occupational Therapist Trainer		
Partner Organisation	Center for Excellence in Special Education (Stepping Stone) Foundation, Inc.		
Location	Parañaque City, Metro Manila		
Website of Partner Organisation	<a href="https://www.steppingstone.ph/">https://www.steppingstone.ph/</a>		
Duration of assignment	12 weeks	Start date	
Type of assignment	Remote	Australian Organisation	N/A
Time commitment	Part-time (less than 25 hours per week)		
	(Remote volunteers only)		

Partner Organisation Overview
<p>Stepping Stone is an educational institution that supports children with mild to moderate intellectual disabilities, using or modifying the general education curriculum to meet the child's individual needs. They equip them with life skills and basic literacy, so that they can become functioning members of society.</p> <p>It started out as a project of the Rotary Club of Makati City in 1972. The goal then was to provide education for indigent children but over time, more and more children with special needs were becoming part of the student population, earning a reputation as a school for Special Education. In 1986, Stepping Stone was formed into a non-stock, non-profit foundation under the name Development Center for the Handicapped Foundation, Inc. In late 2013, the foundation changed its name to Center for Excellence in Special Education (Stepping Stone) Foundation, Inc. to reflect a more appropriate identity as the premiere school for special education in the country.</p> <p>Stepping Stone offers special education classes, technical education and skills development training (culinary, housekeeping, coffee making, bread making), auxiliary services (speech therapy, occupational therapy, physical therapy, alternative therapy, laundry services, and water refilling services), and pre-schooling.</p> <p>They have two (2) campuses, one in Parañaque City and one in Makati City. The volunteer will be based in Parañaque City. In this campus, they have an Executive Director who is in charge of overall operations, four(4) full time staff, and five (5) teachers.</p>

# Australian Volunteers Program

Assignment details
<p><b>Assignment overview</b></p> <p>In the past 33 years, Stepping Stone has been assisting families and their children with special needs through education, skills development training, therapy, and in-school and out-of-school activities. To supplement the education and skills development training they provide, they also offer different types of therapy to children with various types of disabilities. These include specific learning disabilities, speech language impairments, multiple intellectual disabilities, orthopedic impairments, Autism, Down Syndrome, ADHD, William Syndrome, and other related development impairments.</p> <p>Stepping Stone has an occupational therapy center for its own students with special needs and outpatients from other schools. The OT team collaborates with other therapy teams for co-treatment and case management and with classroom teachers for support and implementation of the instructional scheme for identified students with behavioral problems. A volunteer is needed to further improve the capacity of the clinical supervisors, teachers, therapists and interns in implementing and managing therapy plans.</p>

Assignment objectives
<p>To support in improving the organisation's occupational therapy program</p>
<p>To increase the capacity of clinical supervisors, therapy interns, and teachers on OT behavior management</p>
<p>To include all people directly affected by the volunteer assignment in the Partner Organisation and community, using strategies that promote: gender equality; inclusion of youth; inclusion of people with a disability; child protection and safeguarding; inclusion of marginalised groups</p>

Duties and responsibilities of the volunteer
<p>Review the OT program and relevant documents and work with clinical supervisors and SPED teachers in addressing the behaviors of SEN (child with special education needs)</p>
<p>Identify the areas for improvement with respect to supervisory skills of the clinical supervisors and evaluate the interns' application of theoretical learning to actual treatment sessions</p>
<p>Observe classes online and conduct learning sessions with faculty, clinical supervisors, and interns on effective assessment, treatment preparation, and identifying strategies and methods for behavior modification</p>

## Australian Volunteers Program

Selection criteria
Atleast 5 years' experience as an OT
Experience and knowledge in working in a clinical and educational setting

Desirable skills, language and experience
Strong digital communication skills
Experience with special needs pediatric and adult treatment
High level of communication skills (written and spoken)

Line Manager	Academics Head
Staff Supervision	No
Working relationships	The volunteer will work with SPED teachers and clinical supervisors as counterparts and may occasionally work with students with special needs through virtual classes.
Hours and days of work	Monday-Thursday 8:00 am to 12:00 nn and 1:00 to 4:00 pm/ Friday: Consultation 8:00 am to 12:00 noon
Leave	All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.
Professional indemnity insurance  (Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)	<b><i>No - This assignment is not deemed to require professional indemnity insurance</i></b>  The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

### LIVING AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Living allowance	The part-time weekly allowance is \$AUD18.  The allowance levels are based on the cost of living in the host country location and are listed in \$AUD. Allowances will be reviewed periodically and may increase or decrease.
Accommodation allowance	N/A
Language support	Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.
Country profile	Learn more about the host country location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process.

## Australian Volunteers Program

### HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally, and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at [indigenouspathways@australianvolunteers.com](mailto:indigenouspathways@australianvolunteers.com). Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

#### Personal circumstances

N/A