

Madison Corporate Office and Clinic
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Employee Application Procedure
****PLEASE READ CAREFULLY****

Enclosed is the employment application that you requested. A “WEAP FAQ’s” sheet has also been included.

You may send your completed application with a current resume to the clinic listed below that is closest to your city. If you have a copy of your high school diploma, please send that along also. **If you don’t have a copy of your diploma at this time, please begin the process of applying for one so that you can bring it to the interview.**

After we receive your application, we will review it and call you to set up an interview (providing you meet our job qualifications). During the interview, we will discuss the specifics of the job and the hiring process.

By law, we are required to run a criminal background check on all employees. **The cost of this process is \$16.00, which will be deducted from your first paycheck in the event that you are hired.** In order to complete the background check, we will need to know your date of birth. Please be prepared to provide this information upon completion of the interview process.

If you do not hear from us after sending in your application, it simply means that we may not have immediate openings available that match your hours of availability and location. We hold onto all applications, and will call when necessary. Although we will make every attempt to inform you of the status of your application, it is nearly impossible for us to respond to each and every application we receive. It is not necessary to call us to check the status of your application. We will contact you if we would like to schedule an interview.

We look forward to working with you.

Wisconsin Early Autism Project is an Equal Opportunity Employer.

WI Early Autism Project
Milwaukee Clinic
150 N. Sunnyslope Road
Suite #100
Milwaukee, WI 53005
(262) 432-5660

WI Early Autism Project
Madison Clinic
6402 Odana Road
Madison, WI 53719
(608) 288-9040

WI Early Autism Project
Green Bay Clinic
1141 W. Main Ave.
Suite #201
De Pere, WI 54115
(920) 338-1610

WI Early Autism Project
La Crosse Clinic
1113 Riders Club Road
Onalaska, WI 54650
(608) 781-6500

WI Early Autism Project
Eau Claire Clinic
2125 Heights Drive
Suite 2F
Eau Claire, WI 54701
(715) 832-2233

WISCONSIN EARLY AUTISM PROJECT

Application for Employment

Date _____

Position applying for _____ Hours per week _____
 Name _____ E-mail Address _____
 Address _____
 City _____ State _____ Zip _____
 Telephone _____

WEAP conducts all employment practices including recruitment and hiring in accordance with Equal Opportunity Employment law and adheres to an Affirmative Action plan in all employment practices including recruitment and hiring to ensure equal opportunity for women, racial or ethnic minorities, persons with disabilities and any other protected groups.

How Did You Discover This Position / Referred By: _____

Have you ever applied to this company for employment before? Yes _____ No _____
 If yes, when? _____

Education:

High School	Major	Dates Attended	Certificate or Degree	Completion Date
		<small>(optional for high school)</small>		<small>(optional for high school)</small>
College/University/ Trade School				

If no degree was earned, and you are not currently in school, list relevant courses taken: (Early Childhood, Psychology, Special Education, Speech, Occupational Therapy, etc.)

Lovaas Training/Experience: Yes _____ No _____ Name of Supervisor _____

List any languages in which you are fluent or conversational: _____

Current licenses, certifications, awards, published materials or other relevant credentials:

Work Experience:
Employer (Name/Address)

Job Title /
Description

From/To
(dates worked)

Salary

Reason for
Leaving

Name: Address: City State:				
Name: Address: City State:				
Name: Address: City State:				
Name: Address: City State:				

Please indicate any employer you do not want contacted _____

Volunteer (or unpaid) experience:

Institution

Total Hours

Special skills or talents (CPR, sign language, etc.)

Professional References (from previous work experience):

Name and address

Title

Phone Number

Name: Address: City State:		
Name: Address: City State:		
Name: Address: City State:		

Have you ever been convicted of an offense other than minor traffic violations? NO or YES

If yes, list the details below. Use an additional sheet if necessary. Also list any pending criminal charges. (Include date, location, charge, court and disposition of case.)

NEITHER CONVICTIONS NOR PENDING CHARGES ARE AN AUTOMATIC BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED ON ITS OWN MERIT, AND AS IT MAY SUBSTANTIALLY RELATE TO THE POSITION WITH WHICH YOU ARE APPLYING FOR.

Why are you interested in this position and what do you feel most qualifies you?

AVAILABILITY QUESTIONNAIRE

Name: _____ Date: _____

Please state your availability in the table below. Indicate start and end times when appropriate:

	Monday	Tuesday	wednesday	Thursday	Friday	Saturday	Sunday
Morning (Indicate the time, i.e., 8:30-11:30)							
Afternoon							
Evening							

What is the earliest possible date you would be available to work? _____

Are you seeking Temporary employment? If so, indicate end date. _____

Do you have reliable transportation? _____

Please list cities or town where you prefer to work. _____

Do you have any allergies which would affect your working in a household? (cats, dogs, etc.)

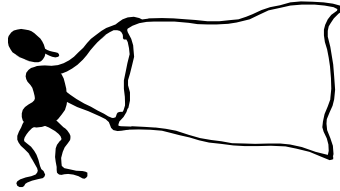
Yes _____ No _____ If yes, please explain _____

This job may require the lifting/carrying of small children across the room or up/down the stairs.

Are you able to lift/transport a 30 - 50 pound child? Yes _____ No _____ If no, please explain:

I hereby declare the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that, if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal. I hereby authorize WEAP to verify any information by contacting former employers, unless otherwise stipulated. I also consent to a criminal background check conducted by WEAP for \$16.00, which will be deducted from my first paycheck in the event of employment.

Date _____ Signature _____



WEAP FAQ's

What is Wisconsin Early Autism Project?

The Wisconsin Early Autism Project is a clinic for the treatment of children with autism based on the work of Dr. Ivar Lovaas. The program began in Wisconsin in 1996 and we now have 300-400 children statewide for which we provide services. Therapy is done in the child's home, working one-on-one. The age range of children in our program is quite broad; some children are as young as 2 years old continuing up to 12 or 13 years of age. Every child in our program has a team of therapists who works with them on a weekly basis, so you will not be the only therapist working with the child. Children usually have 2-5 therapists who work with them on a weekly basis. A supervisor, called a Senior Therapist, is in charge of supervising the team. Various hours are available, so please be specific on the application when giving us your availability.

Who will train me?

We provide 30 hours of paid, supervised training before you start working with a child one-on-one. The training hours are done in the child's home, where you have a chance to observe an experienced therapist working with the child that you will work with. Thirty hours provides ample time to observe our therapy methods, learn the exact programs you'll be required to do, practice these programs and methods, as well as get to know the child. It is important to know the child's personality and feel comfortable with them, so after you are trained and working with them one-on-one, you can be a fun and motivating therapist. We also provide a three hour line therapist training class, which will be held in our clinic.

What will I do during my therapy sessions?

Enthusiasm and motivation are very important parts of our therapy. The type of therapy we do is called Lovaas therapy, which is a form of Behavior Modification. As therapists, your job is to be very motivating and give a lot of positive reinforcement when a child answers questions correctly or does something well. Positive reinforcement can be done verbally (e.g. "Great job! Way to go... you did it!") or by reinforcing them with something they want (e.g. a toy, going outside to play, some snacks on the table next to you). The important thing is to be creative and find things the child finds motivating and reinforcing so that they will be motivated to learn and have a good time during therapy! Again, because each child is so different, the specifics of your child's therapy are taught during the training. There is no example of a 'typical' child with autism, however, there are three broad areas that children with autism have difficulty in: language development, social skills and behavioral repertoire. As well as working in these areas, we also do very age appropriate programs with the children, including work on self-help skills.

When will I work?

Typically, a therapist works with one child anywhere from 6-12 hours a week. However, we do have some therapists who work more hours by working with more than one child. The ability to work more hours, by picking up hours with another client, depends on the availability of other openings in the area. Additional hours are not always possible. Please call your respective HR department at any time if you are interested in picking up more hours.

How do I get started?

Once we receive your application, we will call you to set up an interview (providing you meet our job qualifications). After the interviewing process we will conduct the necessary background checks and contact you by phone or mail regarding your employment with WEAP. If we are unable to immediately match you with a family, we will keep your application on file and continue to try to place you. If hired, you will need to come into the clinic to fill out the necessary paper work. You will need to come prepared with 2 forms of identification, as well as, a copy of your transcripts or high school diploma. We will need this paperwork completed and in your file before you can begin working with the child.

We hope this gives you a general overview of our company and answers some of your questions. During the interview, you will have an opportunity to inquire further on any of these topics and pose any additional questions you may have. Good Luck!

Wisconsin Early Autism Project

Job Description

Position: Line Therapist

Status: Non-exempt

The Line Therapist is responsible for understanding the definition of Autistic Spectrum disorder and appreciate the developmental implications this diagnosis has for a child. The Line Therapist provides one on one in-home therapeutic services to client children in accordance with the therapeutic plan as well as all applicable federal, state regulations, organizational policies and standards of professional practice.

Essential Functions

1. Provide a minimum 6 hours per week of one on one treatment with target child adhering to the program designed by the Senior Therapist.
2. Attend weekly team meetings led by the Senior Therapist to discuss client's progress, challenges encountered, goals, etc.
3. Receive weekly one on one supervision from Senior Therapist during therapy with your target child to allow Senior Therapist to evaluate performance and offer instruction and coaching.
4. Collect and record data accurately in the data book in accordance with guidelines established by Senior Therapist.

Requirements

1. Ability to communicate clearly and effectively both verbally and in writing.
2. Ability to maintain confidentiality with regard to information pertaining to target child, family, therapists, staff and any case issues.
3. Ability to work in cooperation with Senior Therapists, clinic Supervisors, doctors, and family members in the successful delivery of therapeutic care.

Qualifications

1. Minimum 18 years of age
2. High School diploma or equivalency required.
3. Completion of one year of college level study desired.
4. Previous employment or volunteer experience with preschool children in a therapeutic or educational setting desired.

Line Therapist Position Physical Requirements

Lifting 10 to 15 pounds	Frequently
Lifting 15 to 25 pounds	Frequently
Lifting 25 to 50 pounds	Frequently
Lifting over 50 pounds	Occasional

Carrying 10 to 15 pounds	Frequently
Carrying 15 to 25 pounds	Frequently
Carrying 25 to 50 pounds	Occasionally
Carrying over 50 pounds	Rarely

Standing	Frequent	Grasping	Frequent	Kneeling	Frequent
Walking	Frequent	Reaching	Frequent	Crouching	Frequent
Sitting	Frequent	Bending	Frequent	Squatting	Frequent

Clients may frequently exhibit physically aggressive behavior which can include kicking, pinching, punching, biting, etc. The therapist may frequently have to ward off or subdue a child under such circumstances. Such a response requires agility, quick reflex, the ability to use physical evasive movement.