



CAREER GUIDE...

ROAD MAP TO SUCCESS



PediaStaff

*building self-confident children...
...one professional at a time™*

A LETTER FROM OUR MANAGEMENT TEAM



Dear Professionals and Students,

On behalf of the management team at PediaStaff, I want to take a brief moment to thank you for your interest in PediaStaff. We realize that you have many choices in your search for the perfect career opportunity, and we are pleased that our reputation and quality led you to consider our company.

If you haven't already, I hope you will soon have a chance to speak with some of the folks on our team. Our group of staffing consultants and career associates are the most personable, knowledgeable, and honest in the business. We are committed to your professional development and to the field of pediatric therapy.

Please keep in touch and feel free to email us at any time. We're always interested in hearing feedback on how we are doing and what you might like to see us add to the blog, newsletter, and the resources section of our website.

Thank you again for choosing PediaStaff as you graduate and begin your career. It's a big step, and we look forward to working with you as you carefully select a position in pediatric or school based therapy.

Best Wishes,

Heidi Kay
Chief Executive Officer
heidi@pediastaff.com

Keith Adams,
Vice President

Brenda Adams,
Chief Financial Officer

JUST A FEW OF OUR MOST “FREQUENTLY ASKED QUESTIONS”

WHAT KIND OF PLACEMENT AND STAFFING DOES PEDIASTAFF DO AND WHAT SETTINGS DO YOU PLACE IN?

PediaStaff excels and specializes in the placement and staffing of pediatric and school-based (also called education-based) Occupational Therapists, Speech-Language Pathologists, Physical Therapists, and School Psychologists. Pediatric and school-based placements are all we do. Our clients are school districts, general hospitals, children's hospitals, early intervention providers and pediatric outpatient and rehab facilities. Our clients hire travelers, contract therapists and direct hire employees from us. Sometimes our therapists start out as contractors and then convert to direct.

WHAT ARE THE ADVANTAGES AND DISADVANTAGES OF TRAVEL/CONTRACT POSITIONS COMPARED TO DIRECT HIRE PLACEMENT?

Travel or contract placement can be preferable for a therapist in several situations. For one, pay is generally much higher when contracting. If you are traveling in a state or city away from your permanent place of residence you may be eligible for tax-free per-diem to cover the costs of your housing and meals while working away from your primary residence. Traveling/contracting is also ideal if you are looking to explore new areas of the country for a while.

Advantages of direct hire placement would include opportunities for professional advancement – a direct hire employee will generally be offered promotions long before a contractor. Benefits may be better in a direct hire environment. Generally school districts have excellent benefits; and although the pay is much lower for district employees vs. contracting, therapists with large families may find that the better benefits package outweighs the lower annual salary.

WHAT IS “TRAVEL THERAPY” AND HOW DOES IT DIFFER FROM “CONTRACT THERAPY”?

A “contractor” is generally a therapist who lives locally to the client but is compensated hourly and paid through a staffing agency or back office. A “traveler,” like a contractor, is also paid hourly and paid by an agency or back office, but has arrived from out of town for the duration of the assignment and usually qualifies for a tax-free per-diem to pay for the expenses associated with living out of town while maintaining a residence back home while on assignment. Contractors, because they are local, do not have these additional expenses and are not eligible for per-diem or housing.

WHAT BENEFITS DOES PEDIASTAFF OFFER?

PediaStaff offers contractors a highly competitive benefits package which includes relocation assistance, licensure/professional dues, malpractice insurance reimbursement, and continuing education. PediaStaff utilizes a back office that will serve as your employer for the duration of the contract assignment and offers a national medical, dental, vision, life insurance plan, 401K program, optional summer pay, and paid time off. Paychecks are weekly and direct deposit is offered. Please see your PediaStaff recruiter for a detailed benefits sheet.

DO YOU PROVIDE HOUSING OR IS THERE AN ALLOWANCE?

The back office provider PediaStaff utilizes operates on the per-diem system rather than providing the actual housing. This means you will receive an hourly portion of your pay – tax free, that is to be used for your housing (see eligibility requirements below). We believe this is a superior system to that of providing housing because you can choose how much to spend and where to live rather than having us decide for you.

WHAT IS TAX-FREE “PER-DIEM” AND WHO IS ELIGIBLE?

Tax-Free Per-diem is an allowance defined by the IRS as money that can be paid to you (tax-free) to cover living expenses incurred during the assignment. Therapists living away from their permanent residence (defined as where you are currently paying rent or mortgage) are eligible for per-diem. The spirit of this allowance is to exempt from taxation any duplicate expenses affiliated with work that would not be necessary were you living at home.

WHAT TYPE OF SUPPORT IS PROVIDED IF I HAVE A CLINICAL OR ADMINISTRATIVE PROBLEM?

PediaStaff offers clinical support through its staff of clinical support coordinators from the day you begin your assignment through its completion. Support is available 24/7 by licensed therapists who have extensive experience working within pediatric therapy.

WHAT OTHER SUPPORT TOOLS DOES PEDIASTAFF OFFER?

Our website contains a virtual library of hundreds of resources for your education. In addition to our well-regarded website, pediatric therapy blog, and newsletter, therapists who join PediaStaff will have access to our proprietary on-line library of books and tools as well as the newly created PediaStaff clinician blog.

These are just a few of our most Frequently Asked Questions. Please visit our website to read more:

<http://www.pediastaff.com/pedia-faqs> or

Call us at 1-866-733-4278, option 1, extension 903

A TIMELINE FOR JOB HUNTING SUCCESS

We're sure you've heard the old adage that "Timing is Everything!" This has never been truer than as you take the next step toward becoming a pediatric therapist. Whether you are a Speech-Language Pathologist, Occupational Therapist, Physical Therapist, or School Psychologist, your first job search is important to you...and that makes it important to us as well! To help you, PediaStaff would like to provide you with a "Road Map to Success." It's really not that hard if you have the proper direction. Let's get started:

AT THE BEGINNING OF YOUR DEGREE PROGRAM:

- Visit www.pediastaff.com to familiarize yourself with our website and our large library of online resources, articles etc.
- Subscribe to the PediaStaff blog and to both the weekly and monthly PediaStaff Newsletters – they contain information-packed articles, current news items, therapy ideas, resources, videos and more - by leading therapists, organizations, bloggers, and other experts.
- Begin preparing your professional resume. List all pertinent class work, projects, awards, publications, and workshops you've attended. Also include para-professional employment and volunteer work if applicable. Use bullet format please. This is a work in progress!

- At PediaStaff, we are not fond of “Don’ts.” So here are a few “Do’s” for you to consider when beginning your search:
- Do post your resume...but limit where and how many...YOU take control of your job search.
- Do choose your recruiter carefully...the right one is your “best friend and ally” in your search.
- Do stay focused on what’s important now....your clinical experience and preparing for your professional exam.

IN THE FINAL YEAR OF YOUR DEGREE PROGRAM (6 MONTHS FROM GRADUATION):

- Continue working on items in the section above.
- Begin the process of identifying your location preferences and communicate them to your PediaStaff recruiter.
- Set up a separate email account (yahoo, Gmail, etc.) for ONLY job search related issues. Keep it professional! (For example: jsmithslp@yahoo.com, or sjoneslp@aol.com)
- Update your resume. Include all clinical work...quantify whenever possible (worked with 8 students at John Jay Elementary School...list diagnoses and treatment used)
- Take a minute and go back to www.pediastaff.com and update your information; address, phone, email, etc.

THREE MONTHS FROM GRADUATION – DURING YOUR CLINICAL FIELDWORK

- Same as above. Begin to narrow down your setting preference.
- Definitely connect with your PediaStaff recruiter in your area to discuss job prospects – we can customize a search just for YOU.....these would be new opportunities NOT listed on our Website currently.
- Establish and convey your availability for phone and face-to-face interviews to your PediaStaff recruiter(s)

TWO MONTHS FROM GRADUATION

- Schedule your professional exam (this would be the Praxis, Praxis II, NBCOT, NPTE) if you have not already done so.
- Make sure you update your resume to include clinical affiliations and send to your PediaStaff recruiter.
- Develop a reference list – Ask your references for permission so they know you’re listing them, and ask each for a written reference - these are sometimes helpful.
- Continue search process with your recruiter and check www.pediastaff.com regularly to see where new jobs are located.
- Build a schedule of available times for phone interviews and visits with prospective employers.

ONE MONTH FROM GRADUATION (OH MY GOODNESS, IT’S GETTING CLOSE!)

- Continue to conduct interviews as needed.
- Begin licensure research - review requirements for the state(s) in which you are interested.
- Develop plans for relocation (if necessary).
- Finalize your resume with graduation, professional exam results, and any articles published or continuing education taken.
- You should be in weekly contact with your PediaStaff recruiter.
- Be sure to have your relocation plans in place to include cost of relocation.

We highly encourage you to plan for some down time for yourself! It is important for you to begin your new career rested, refreshed, and ready to tackle the challenge ahead!

Pass it on! We need your help in spreading the word to new therapists and your school’s career counselors. Please feel free to share this Road Map for Success. Your assistance is appreciated!

Please call our Career Services Team with any questions1-866-733-4278

INTERVIEW TIPS

This document will help you prepare for this interview and improve your chances of landing a great job with one of our clients. Please note, that while some of the advice offered here may seem obvious to you, it might not be obvious to everyone, and we would rather share things that sound basic rather than omit something that we assume you know.

These tips are provided for your consideration for both direct hire positions as well as contract assignments. Although a contract job is not a “commitment for life,” the employer conducting the phone or face-to-face interview will be looking for a strong indication that you are committed to the position you are being considered for and that you are truly interested in their opening. Many interviews for contract jobs are done strictly by telephone, and as such are often perceived by the candidates as less important as an interview that takes place face-to-face. In fact, the opposite is actually true. A telephone interview may be your only chance to make your best impression. It is much more difficult to get the “real you” across by phone, so you need to make the most of every minute by preparing ahead of time.

BEFORE THE INTERVIEW:

Research the employer in advance. Learn specific details about the organization, the department, and specifics about the job so that you may be as informed as possible about them. Most of this information can be found on the organization’s website or by “Googling” them and reading articles you find online. Your PediaStaff recruiter will be able to help you collect much of this information, but whatever else you can learn on your own will only serve to help you even more. For example:

- Size – the number of students or clients served, number of schools, number of administrators or managers
- Recent awards and honors the district or organization has received.
- Reputation - How is this district or employer perceived in the city/town compared to others
- Administration - a visit to the school or company website will generally lead you to current news and information about the district or organization.
- The makeup/census of the caseload – What are the economic, geographic, cultural and socioeconomic factors for the families that you will be serving. If the employer is a school district, is it growing or shrinking?
- How big is the department? Number of therapists? Number of administrators?
- Total number of exceptional children served – Is the caseload growing or is there attrition?
- If a school, how are the children served? Are the students served through a pullout model? Are therapy sessions done one on one or in groups?

SPECIFIC JOB QUESTIONS TO HAVE ANSWERED BEFORE THE INTERVIEW:

- Why is the job available?
- Exactly where is the position located?
- What will be the population and makeup of your particular caseload?
- Is there a supervisor over your area or will you report directly to the Director or Assistant Director?
- How many hours am I guaranteed (or can I expect) per week?
- Is paperwork done by computer or manually, and will I be provided with all the tools I need to succeed?
- Email address of the interviewer so you can send him/her a “thank you” note.

All of this will not only create a stronger image of you in the interview, but likewise will provide you with a better basis for evaluating the opportunity if an offer is made.

FOR THE PHONE INTERVIEW:

- Schedule a time where you can give the interviewer your undivided attention.
- Keep the interview “clinical” and focused on the job duties. Other, more general questions can be answered by your recruiter or through your research.
- Don’t talk about money. Again, your PediaStaff recruiter has that information for you.
- Let the interviewer ask his or her questions first to ensure that the interviewer covers all that they want to learn about you. If there is time, feel free to ask job related questions.

FOR FACE-TO-FACE INTERVIEWS:

- Getting there: Have good directions and allow plenty of time to get there.
- As a starting point, it is critical to understand that the impression you make in the first few minutes of the interview generally sets the tone for your success or failure for the entire interview.
- Dress conservatively; avoid bright colors. Make sure hair is clean and neatly styled. Avoid perfume and cologne but make sure you wear deodorant to control perspiration and odor.
- Be exceptionally courteous to everyone you meet.
- Even if you’re having a bad day, put on a smile and show your enthusiasm for the job. Many hiring decisions involve more than one candidate. Personality and motivation are often tie-breakers.
- If you want the job, ask for it. At the very end of the meeting say why you’re excited about working there and that you’d like to have the position.

RESUME

PREPARATION TIPS

A resume is a “living” document that will grow with each new job and professional experience. That said, it should concisely and effectively describe and sell your most relevant credentials. An employer will spend very little time reviewing your resume, so it must be clear and targeted for the type of job you are applying for. If you like, you may have more than one resume with different objectives. Don’t be afraid to “toot your own horn” because if you don’t, nobody will! Beware of typos and grammatical errors as these will generally leap right off the page. Remember, this may be the only time you get to make an impression on an employer!

BEFORE WRITING THE RESUME:

- Compile your educational experience. This will include all degrees you have completed or are in the process of completing as well as relevant courses and seminars.
- Catalog all your work experience such as your clinicals, therapy related jobs, and positions working with children (special needs as well as typical). Also include jobs which demonstrate your leadership and interpersonal skills whether they are therapy related or not.
- Make a list of your honors, scholarships, academic/community achievements.
- Put together names of all of the professional and community organizations to which you belong.
- Choose three references who you know will speak highly of you. Be sure to check with them first. Get their full names, titles, phone numbers, and email addresses. Also ask them how they prefer to be contacted.
- Create a record of publications and papers you have written and presentations you have given.

WRITING THE RESUME:

- At the top of the resume put your name, address, phone number(s) and email address. Only include references to blogs or social networking sites if they are exclusively used for work. We also recommend that you open a free account just for your job search. Gmail or Yahoo are great for this. Also, make sure the voicemail message on the phone number you have listed is clear, professional, and states your name.
- Declare your objective, the type of job you are looking for, and the population you wish to serve. This should be short and general. Do not close the door on any type of job you might have an interest in. Create a second resume if you find that your possible career objectives don’t work well in the same document.
- Create your educational information section. Working with most recent first, list the schools, city, state, year of graduation and the degree earned (or expect to earn).
- Write your experience/work history. List this experience in reverse chronological order. Include title of job and use descriptive action words to describe your duties and responsibilities. Examples are “achieved”, “communicated”, “recommended”, “provided”, etc. Avoid passive verbs like “have written” or “was selected.”
- Add a section for publications or papers you have presented, if relevant.
- Create a section for any honors you have achieved. These honors should include academic, civic, and any other awards you may have received in the community.

AFTER WRITING THE RESUME:

- Show the completed document to a trusted friend, professor, or peer who can proofread it, look for things you may have missed, and help you with any areas of confusion.

RESUME

SAMPLE

John Doe
2245 Ray Drive
Conway, AR 72034
Phone: (123) 456-7890
Email: johndoe@gmail.com

Objective (your customized statement for the job you are applying for)

To obtain a Clinical Fellowship position that will enable me to utilize my educational background and experiences in the field of Speech-Language Pathology.

Education

University of Central Arkansas	
Master of Science in Speech-Language Pathology	June 2008 – May 2010
Bachelor of Science in Speech-Language Pathology	August 2004 – 2008

Relevant Clinical Experiences

Practicum Site – Pediatrics Plus	June – August 2008
<i>Conway, AR</i>	

- Therapeutic experience with ages 8 months – 6 years in the areas of language, articulation, feeding/swallowing, social aspects, augmentative alternative communication, and cognition.
- Experience with diagnostic evaluation and report writing
- Special exposure to severe disabilities (Cerebral Palsy, Autism, seizure disorders) and unique challenges they present

Practicum Site-Speech Language Hearing Center	August – December 2008
<i>University of Central Arkansas, Conway, AR</i>	

- Therapeutic experience with both pediatric and adult populations in the areas of articulation, social aspects, hearing and cognition
- Opportunities to participate in group therapy for pragmatics and social skills
- Exposure to adult therapy for traumatic brain injury and accompanying behavioral issues
- Extensive opportunities to handle intricate schedules, paperwork, meetings, and commitments in a professional manner
- Diagnostic experience including parental interaction, test administration, professional collaboration, and report writing.

Other Information

- | | |
|--|------------------------|
| • Awarded the UCA Trustee Scholarship | August 2004 – May 2008 |
| • Member of the ArkSHA Planning Committee | |
| • Participant at Gears for Ears, presented by Arkansas Children's Hospital | April 2009 |
| • Member of NSSLHA | August 2005 – May 2009 |

References

- *Available on request*

THANKS FOR VISITING WITH PEDIASTAFF!

CHECK OUT OUR ONLINE LIBRARY

PediaStaff understands how important your career development is to you, and we want to be part of that journey even when you are not on the job market. Whether you are a therapy student concentrating on your studies, or an experienced therapist, PediaStaff is here to help you learn more about your profession and the kiddos you serve. To support this goal, we have devoted hundreds of hours to the creation of both an online library and editorial department devoted entirely to the professional education of our visitors.

HERE ARE JUST SOME OF THE RESOURCES YOU WILL FIND AT WWW.PEDIASTAFF.COM:

Keyword searchable resources by diagnosis (articles, videos, book recommendations, web links) including sections on:

- Autism
- Selective Mutism
- Childhood Apraxia of Speech
- Stuttering
- Down Syndrome
- Bilingualism
- Cerebral Palsy
- Childhood Stroke
- Sensory Processing Disorder
- And Many More

LINKS TO SIGN UP FOR THE PEDIASTAFF BLOG AND NEWSLETTERS:

- The PediaStaff Blog is your best source for real-time updates from the world of pediatric therapy. Daily blog entries range from links to stories from the world of science and research, articles and stories by major news outlets, therapy activities, resources, videos, and more.
- Monthly Newsletters: Multiple articles by experts, bloggers and academics in the fields of Pediatric and School-Based Speech-Language Pathology, Occupational Therapy, Physical Therapy and School Psychology.
- Weekly Newsletters contain news from the world of pediatric therapy, articles, contributions by guest bloggers, upcoming events, CEU opportunities, therapy ideas and activities, websites of interest, “feel good videos” about special kids and their accomplishments, and more.

INFORMATION YOU CAN USE INCLUDING DIRECTORIES OF:

- Speech-Language Pathology, Occupational Therapy, Physical Therapy and School Psychology Graduate Programs
- Continuing Education Providers
- Job Market Readiness Tools including Resume and Interview Tips and more
- Vendors of Therapy Materials, Products and Tools
- State Licensure Boards
- State Professional Association Chapters
- PediaStaff Newsletter archives
- Indices of Featured Newsletter items cross indexed for easy retrieval

