



## **SCOTTISH RITE CHILDHOOD LANGUAGE CENTER of SANTA ANA**

**Regina Nimmo, MA, CCC-SLP • Executive Director  
801 North French Street • Santa Ana, CA 92701  
Office: 714-972-2646 • Fax: 714-543-9754  
Email: [childlanguagecenteroc@gmail.com](mailto:childlanguagecenteroc@gmail.com) • Web: [www.childlanguagecenter.org](http://www.childlanguagecenter.org)**

# **OFFICE ASSISTANT NEEDED**

An office assistant is needed immediately to assist with the organization of therapy schedules, referrals, inquiries for therapy, maintaining supplies and records, developing flyers and office notices, and taking messages. Work hours are Tuesday and Wednesday, approximately 12:30 to 3:30pm. \$15 per hour.

The Language Center serves children from ages 3 to 21 with communication disorders at no fee to families. Licensed staff provides assessment and therapy, and offers information to families. In addition, the Language Center collaborates with colleges and universities to train graduate interns in a Communication Disorders program and community college student interns enrolled in a Speech and Language Pathology Assistant program.

Applicants should have some knowledge of child development and behavior, computer skills (MS Office Suite), and experience working with the public. Good oral and written language skills in English are required. Fluency in a second language is a plus.

Educational requirement is a minimum of a high school diploma, however post-secondary education is preferred. Two letters of recommendation from previous employment describing your quality of work are required.

Please call if you are available and interested: 714-972-2646.

**“Helping Children to Hear, to Speak, to Understand”**

The Childhood Language Center of Santa Ana is an outreach program of the Santa Ana Scottish Rite and the California Scottish Rite Foundation.

