



Job Opening for

Physical Therapy Aid & Back-up Client Care Coordinator

Stride Physio is in search of a part-time physical therapy aid and back-up client care coordinator. This is an ideal job for someone interested in the field of physical therapy. The successful candidate is friendly, reliable and responsive, is an upbeat, "can-do" person, and enjoys creating ease and harmony in their surroundings. Stride Physio a premier physical therapy and wellness clinic, locally and woman owned, in the SE Wallingford neighborhood of Seattle. Please apply if you're interested in physical therapy and customer service that truly makes a difference in a persons' health and quality of life.

Responsibilities

- Greet all incoming clients with a friendly and courteous manner
- Clean and stock treatment rooms
- Maintain the tidiness of the clinic
- Launder and fold towels/sheets daily
- Assist in cleaning and maintenance of common kitchen space
- Back-up the front desk as client care coordinator. Responsibilities include:
 - Answering the telephone promptly
 - Warmly greeting incoming and outgoing clients
 - Scheduling client appointments
 - Responding to texts and emails in a timely manner
 - Communicating with physical therapists about client issues/needs
 - Sending email & text reminders to scheduled clients
 - Verifying and explaining client's insurance benefits
 - Entering demographic info into electronic medical record
 - Obtaining medical releases and outside records
 - Pulling and filing client charts
 - Stock & distribute office and therapy supplies
 - Keep inventory of therapy supplies
 - Order therapy & office supplies
- Keep all client information confidential, following HIPAA standards
- Assist in mining/creating content for social media sites
- Participate in community charitable events
- Assist in marketing campaigns
- Understand and enforce risk management for private practice physical therapy
- Attend continuing education seminars, in-services, and meetings
- Run errands and perform miscellaneous job-related duties as assigned
- Take initiative and create your own projects



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Expectations

- Be proactive in communicating ideas, concerns, issues, needs and insights with colleagues and supervisor
- Be available to work a 20 hours per week
- Represent the clinic in involvement with community activities
- Practice flexible and efficient time management
- Able to work independently and in teams
- Able to ask for help when needed
- Prioritize workload to meet deadlines and productivity standards
- Establish, nurture and maintain positive and meaningful relationships with clients, colleagues and referral sources
- Uphold strict confidentiality around protected and sensitive information
- Maintain HIPAA compliance
- Effectively communicate with individuals from diverse backgrounds and varying educational levels
- Actively pursue learning opportunities and skills advancement
- Strong interest in promoting health and fitness
- Be vaccinated and boosted against Covid-19
- Desire to promote a work culture of integrity, accountability, fitness, service, kindness, freedom, hope, fun, love, and play

Qualifications

- High School Diploma
- Facile with various computer programs and able to troubleshoot computer issues
- Excellent communication skills

If you're interested in applying for this position, please send cover letter and resume to Suz Soine:

soine@strideseattle.com