

We are a busy multi-disciplinary therapy clinic looking for a clinical assistant. Degree in Exercise Science or previous experience is preferred but not necessary.

****Rock Star Needed**** Clinical Assistant for Physical & Occupational Therapy Clinic- Bellingham, WA

This position may be for you if you are a positive, dynamic, self-motivated, well-organized, task oriented, reliable, dependable, lifelong learner mentality, solution-oriented ROCK STAR who loves the idea of developing scripts and systems for office processes, and for creating an outstanding patient experience.

This position is NOT for you if you require micro-management, spend more time focusing on problems rather than solutions, engage in office drama and gossip, have no interest in helping patients have a great experience, don't like the field of physical therapy, or are unable to take charge of your environment and role.

You will be expected to ensure coverage of weekday opening through closing tasks, keeping the facility clean and tidy at all times, inventory for therapy and clinic supplies, laundry and the turning over of rooms, assisting with patient exercises when needed, phone management, greeting/escorting/scheduling patients, completing intake/registration/processing of new patients, insurance coordination/verification and collecting patient financial contributions. You will also work with owners to develop scripts for various tasks and systems, clerical, transcription, housekeeping tasks, and assist with in-house promotion & marketing processes.. Our clients are in pain and a friendly, caring Patient Service Specialist greeting them each visit can brighten their day and aid in their recovery process.

This is a 30-40 hr/wk position in an established clinic in Bellingham, WA and we ask for at least a 1 year commitment to the position. You must be able to start as early as 7:30 and end at 5:30 or 6 M-F. Your schedule will be 5 days a week. The salary and benefit package is competitive. This is a fantastic opportunity for those looking to go into the field of PT or OT or those taking a gap year.

If YOU are our Rock Star candidate, email me your resume and put why you think you are the right person in your letter of interest, and put "Rock Star" in the subject line at canelson@hinet.org.

Thank you for your assistance in this matter.

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