

Department:	Physical Therapy
Position Title:	Clinic Assistant
Reports to:	Melissa Tavilla

Minimum Qualifications:

- Should be pursuing a degree in a healthcare career field.
- Good computer skills (Microsoft Word & Excel).
- Excellent communication skills and detail oriented.
- Willingness to take initiative and ask for duties when all others are completed.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others and independently
- Willingness to tackle new projects.

Duties and Responsibilities:

- Greet patients
- Transport patients by wheelchair to and from car
- Have patients complete appropriate forms
- Answer the phone
- Scan and copy documents
- Confirm patient appointments
- Re-stock linens and medical supplies.
- Wipe down equipment
- Laundry

Environmental and Working Conditions:

Normal environment found in an educational setting.

Physical Demands and Aptitudes:

Able to lift 10 pounds on a regular basis and 30 pounds maximum, periodically. Even though the weight lifted may be a small amount, a job is in this category when it requires walking or standing to a significant degree, as well as pushing and pulling of arm and/or leg controls. Job requires the ability to reach, handle, finger, feel, talk, hear, see, squat, and kneel.

Employee Signature: _____ **Date:** _____

This job description is not intended to be and should not be construed as an "all inclusive" list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, Brenau University reserves the right to modify, add, or remove duties and assign duties as necessary. By signing this job description, I am agreeing that I am willing and capable of performing the above outlined duties