

JOB DESCRIPTION

The overall purpose of the Rehabilitation Technician is to provide support to the clinical and administrative operations of the Church Heath Physical Rehabilitation Clinic. This clinic provides therapy services with the goal of improving the health and well-being of people so that they can experience the full richness of life.

RESPONSIBILITIES

- Perform designated and supervised routine therapy tasks, as trained by and under the direction of licensed therapists.
- Assist with clerical and reception duties as needed such as scheduling patients, ordering supplies, managing inventory, escorting patients, and assisting patients with paperwork.
- Set up and clean therapy treatment areas and equipment.

QUALIFICATIONS

- High School Diploma or GED is required. Some college is preferred.
- Experience in working in a Physical Rehabilitation environment is preferred.

SPECIAL SKILLS & KNOWLEDGE

- Proficiency in Microsoft applications i.e., Excel, Word, and Power Point are strongly preferred.
- Excellent analytical, verbal and written communication, organizational, and interpersonal skills.
- Possess strong ability in exercising good independent judgment, paying attention to details, prioritizing and handling multiple tasks and projects concurrently.