

JOB DESCRIPTION

The Bilingual Rehabilitation Technician performs designated and supervised routine therapy tasks, as trained by and under the direction of licensed therapists. This includes general clerical and reception duties, as well as providing support for the delivery of clinical services.

RESPONSIBILITIES

- Clerical and reception duties include answering and accurately routing incoming calls, scanning documents, typing messages into the medical record, scheduling patients by phone and in person, collecting and reconciling fees, ensuring patient's information is up to date, verifying eligibility for services.
- Clinical support duties include setting up and cleaning treatment areas and equipment, assisting therapists during treatment sessions, managing supply inventory, escorting patients, and assisting patients with paperwork.
- Other duties as assigned.

QUALIFICATIONS

- Must have at least a high school diploma or equivalent (GED).
- Job-related experience is desirable but not required.

SPECIAL SKILLS & KNOWLEDGE

- Bilingual (Spanish & English) strongly **required**.
- Must be able to communicate effectively on the telephone and in person; pay attention to detail; have strong computer and data entry skills, knowledge of HIPAA regulations, strong organizational and problem-solving skills, and ability to perform moderately difficult physical tasks.
- \$1 pay differential for completion of the OPI Exam administered after employment