

CLINICAL AIDE

We are looking to hire multiple clinical aides, at the locations listed below.

- Wooster location only
- Brunswick, Medina, & Wadsworth locations

Previous medical experience is not necessary. We provide paid on-the-job training.

PAY:

Dependent on qualifications: \$15 - \$18 an hour

Benefits: Pro-rated PTO based on hours worked; discounts on cosmetic procedures offered

HOURS: PART-TIME

Days/week TBD at time of hire, flexible scheduling, 9:00 AM - 3:00 PM or 12:00 PM - 5:00 PM

GENERAL RESPONSIBILITIES OF CLINICAL AIDE:

- To assist medical staff on the floor (cleaning exam rooms and sterilizing tools)
- Keep nurses' stations and exam rooms clean and organized
- Place inventory orders daily and restock exam rooms
- Access and update patient charts
- Be detail-oriented, efficient, and self-motivated

GENERAL JOB DUTIES OF CLINICAL AIDE:

- Assist medical staff throughout the day which includes: updating charts, submitting room orders, cleaning tools, organizing and keeping nurses' stations clean, and resetting exam rooms between patients.
- Work with the Medical Assistants to help the flow of the daily schedule run smooth.
- Additional day-to-day responsibilities will include: setting up instruments and cleaning exam rooms along with requesting items to restock exam room items and updating charts in downtime.
- Having the highest regard for customer service by respecting patient rights and privacy, keeping rooms and public office spaces clean.

REQUIREMENTS:

- Computer skills (basic navigation on an iPad)
- Ability to multi-task
- Self-Motivated
- Positive Attitude
- Be a team member and work well with your peers on a daily basis while keeping busy
- Traveling to at least 2 office locations

QUALIFICATIONS:

- High School Diploma
- On-the-job training

PHYSICAL REQUIREMENTS:

Mix between sitting and standing throughout the day, ability to lift 20+ pounds.

Send resumes to: HR@tcoho.com or Trillium Creek Dermatology Attn: Jessica 5783 Wooster Pike Medina, OH 44256
www.tcoho.com