

Clinical Aide

Trillium Creek Dermatology is hiring for our Wooster location. Previous medical experience is not necessary. We provide paid on the job training.

Pay: Dependent of 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

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 that includes: updating charts, submitting room orders, cleaning tools, organizing and keeping nurse's stations clean, resetting exam rooms between patients.
- Will 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, 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

Qualifications:

- High School Diploma
- On the job training

To apply, send your resume to hr@tcoho.com.