



## Employment Opportunity

**Clinic Manager/Front Desk Administration**

**Location: #204, 1039 17<sup>th</sup> Avenue SW Calgary**

**Employment Start Date: January 2, 2019 (tentative)**

### **Job Summary:**

Prairie Therapy is looking for a highly motivated, hardworking individual to join our team. The position is full time, Monday-Friday but hours may be negotiable (the clinic is open 7am-7pm). The clinic was started in Calgary in 2010, and we have spent the last 8 years building our team of Registered Massage Therapists, Certified Athletic Therapists, Traditional Chinese Medicine Doctors, Osteopathic Manual Therapists, Psychologists and bracing specialists.

Ideally, the candidate would have a background in the field of health and wellness to make it easier to communicate the different services that we offer, as well as direct the candidate to the appropriate therapist. Any experience in marketing would be of extreme benefit.

The successful applicant will be required to work 40 hours a week; daily hours can be flexible. We are closed for all statutory holidays and weekends.

At Prairie Therapy we believe that a team approach to care is the only way to approach rehabilitation, and are looking for an individual to help our TEAM provide the best care that we can.

*“Rehabilitation + Collaboration = Results”*

### **Key Responsibilities:**

- First point of contact for customers (in person, over phone, and email).
- Maintaining client relationship before, during, and after their visit to our clinic
- Coordinating the practitioner's schedules and booking system
- Prepping and pulling charts
- Taking payments
- Insurance billing
- Invoicing for practitioners
- Basic bookkeeping duties
- Coordinating Payroll
- Maintain and organize clinic supplies

**Special Skills:**

- Basic computer skills – use of Excel and Word documents is essential
- Excellent communication and interpersonal skills
- Must be very service oriented and able to work with many different types of patients and people
- Ability to take initiative, problem solve, and make decisions within the job scope
- Ability to interact professionally and effectively with people at all levels (students, staff, coaches, nurses, and doctors)
- Ability to work independently, as part of a larger team model
- Marketing experience would be a very strong asset

**Location:**

- Calgary Clinic - #204, 1039 17<sup>th</sup> Avenue SW

**Compensation:**

- Salary \$35,000-\$41,000 annually (based on hourly rate and 40 hour work week)
- 2 weeks of paid vacation

**Closing Date for Applications:**

November 30<sup>th</sup>, 2018

Cover letters and resumes should be sent electronically to Dani O'Reilly, subject "Clinic Manager Application", at [dani@prairietherapy.ca](mailto:dani@prairietherapy.ca).

Prairie Therapy would like to thank all those that express interest in this position and advises everyone that only those selected for interviews will be contacted.