

Part-time or full-time Front Desk Coordinator/PT Aide needed for a busy Physical Therapy clinic in Issaquah, WA. 1+ years of front desk healthcare/physical therapy experience preferred, but not required. Great job for Bellevue College students, 10 minutes from the college to the clinic.

Responsibilities will include but are not limited to:

- Patient-care administration (collecting copays, patient scheduling, correspondence with medical referral sources, and coordinating with office staff)
- General clerical duties (answering phones, greeting and interacting with patients, faxing, filing, maintaining accurate files/records, etc.)
- Other general administrative duties and projects as assigned
- Housekeeping (washing laundry, folding laundry, cleaning kitchen area, emptying trash, cleaning patient rooms in a timely manner, cleaning equipment)
- Stocking equipment (towels, ultrasound gel, lotions, supplies, charts, etc)

Do you want to be part of a company that prides itself on the quality of care delivered to our patients? Then this position might be the one for you. We offer competitive wages, full medical benefits, accrued vacation and sick, Simple IRA, all in a supportive and friendly environment. We strive to create an environment that is flexible and enjoyable for both our patients and our staff.

This position requires that you have the flexibility to work until closing (7:30 pm) or to open (7:30 am) from time to time. The successful candidate will be energetic, outgoing, friendly, meticulous, attentive to patients' needs, creative, and possess an upbeat and professional attitude. You also must have the ability to multi-task and to work quickly and independently.

Requirements:

- Must be legally authorized to work in the United States
- Must be willing to submit to a Criminal Background Check and Drug Screen
- Must speak and write English
- Must be able to lift up to 30 pounds
- Must be able to bend, reach, and squat without restrictions

Please submit your cover letter outlining your qualifications and your resume to [Kira@balancept.org](mailto:Kira@balancept.org). Please also provide references including current contact information.

Balance Physical Therapy Inc. will make all employment-related decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status