

Keystone Healthcare and Wellness

491 W. Cheves St.

Florence, SC 29501

Email Resume to: [Keystone@palmettochiro.com](mailto:Keystone@palmettochiro.com) or drop it off by the office at the above address

## **Certified Nursing Assistant or Certified Medical Assistant**

The CNA or CMA is a very important member of our clinic's team! You will engage directly with our patients and work to an exceptional patient experience by performing a variety of clinical and administrative tasks to support patient care. You will be given the opportunity to cross-train in other areas of the clinic. Your duties will be delegated and supervised by the Nurse Practitioner and the Office Manager.

We are a medical/chiropractic clinic that provides treatment to personal injury patients. Our Nurse Practitioner directs patient care, and the assistant carries out her orders as to what therapies are to be administered.

Prior experience working with patients is highly recommended. This is a full-time position and candidate must be flexible with hours and will be asked to fill in as needed when other associates are out. The hours are Monday and Wednesday 8AM – 5:30PM; Tuesday, Thursday, and Friday 8AM-5PM. However, if patients are still in the office at closing time you will need to complete their treatment prior to leaving for the day. Being we have two other clinics, Conway and Bennettsville, there could be times when you're asked to travel.

### **Applicant must have the following skills:**

- Excellent interpersonal skills, including customer service, patience, empathy, and compassion
- Effective communication skills, including active listening, writing, speaking, and reading comprehension
- Good collaboration and teamwork skills
- Fast and adaptive problem-solving abilities
- Keen attention to detail
- Comfortable working with variety of lifestyles and backgrounds, while being nonjudgmental
- Physical strength and stamina
- Basic data entry skills
- Computer skills
- Ability to multi-task
- Ability to manage and prioritize duties
- Ability to work and adapt to a fast paced and changing environment
- Prior experience working with patient care

### **Duties and responsibilities:**

- Performing therapies and treatments on patients as directed by the orders of the Nurse Practitioner
- Facilitate efficient patient flow and room turnover.
- Provide hands on care.
- Keep work areas neat, tidy, well supplied
- Perform data entry tasks for scheduling patients' appointments
- Participation in training opportunities to enhance knowledge
- Responds to phone calls in a respectful and timely manner
- Provide friendly customer service
- Always maintain a positive attitude
- Keep office and equipment sanitized and clean
- Answering incoming call as needed
- Making outgoing calls as needed
- Faxing and filing

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. They may change at any time without notice.