



## **Position: Rehabilitation Technician**

The support staff provides operational and clinical support for therapists within the policies, objectives, goals, and philosophy of the clinic.

### **JOB TYPE**

- Full-time

### **SCHEDULE**

- Monday – Friday

### **LICENSURE**

- CNA (preferred)

### **RESPONSIBILITIES & DUTIES**

- Works with manager and therapists in support of patient-related activities
- Participates in the reception of new patients, admissions, billing, and physician liaison requirements as requested
- Meets at least weekly with manager to establish departmental goals and objectives, to monitor performance of department operations, and to develop skills of support staff
- Maintains open lines of communication with manager and clinical staff
- Coordinates available resources for staff, physicians, patients, and families
- Provides and completes physician-oriented functions as requested by the manager to include, by not limited to, making phone calls, sending faxes, and filing
- Assists manager with reporting requirements as assigned
- Assists manager with ordering, inventory and coordination of therapy supplies and office supplies
- Conducts or assists with special projects as requested by manager
- Assists with Quality Assurance Program as required
- Assumes responsibility for ongoing continuing education and professional growth
- Complies with all Infection Control, standard precautions, HIPAA confidentiality standards, and OSHA standards for healthcare professionals
- Reports to work on time and coordinates schedule to achieve maximum productivity and efficiency during assigned shift
- Performs other duties as assigned

### **PHYSICAL DEMANDS**

- Must be able to speak, write, read, and understand English.
- Must be able to lift 50 pounds.



- Prolonged walking, standing, bending, kneeling, reaching, twisting
- Must be able to sit and climb stairs.
- Must have visual and hearing acuity.
- Must be able to sufficiently reposition patients and move equipment without assistance.

## **WORK AUTHORIZATION**

- United States (Required)

## **SALARY**

- Starting at \$15.00, based on experience
- Overtime pay
- Holiday pay

## **BENEFITS**

- Health insurance
- Dental insurance
- Vision insurance
- Disability insurance
- Life insurance
- 403(b) Retirement plan with company match
- Paid time off
- Professional development assistance
- Tuition reimbursement

## **CULTURE**

- Drug-Free Workplace / Tobacco-Free Workplace
- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative
- Detail-oriented -- quality and precision-focused
- Stable -- traditional, stable, strong processes

## **TO APPLY**

- Complete an application at [www.carolinavillage.com/careers](http://www.carolinavillage.com/careers).
- A background check, pre-employment drug screen, and TB skin test will be conducted as conditions of employment.