

## **Job Application: Acupuncture Clinic Assistant**

**Clinic Name: Monterey Institute of Natural Medicine Clinic**

**Clinic Address: 8885 Centre Park Dr. #2F Columbia, MD 210425**

**Position: Part-Time**

### **About Us:**

At Monterey Institute of Natural Medicine, we pride ourselves on offering exceptional acupuncture and holistic therapy services to our valued clientele. We are currently on the lookout for a dedicated and proactive part-time assistant to support our team and ensure smooth day-to-day clinic operations.

### **Key Responsibilities:**

- **Patient Coordination:** warmly greet and effectively communicate with patients, ensuring a comfortable and welcoming environment.
- **Clinic Setup:** efficiently set up treatment rooms, including preparing beds, changing table linens, and organizing necessary equipment for practitioners.
- **Cleanliness:** uphold the clinic's cleanliness standards, including garbage disposal and thorough sanitation post-treatments.
- **Therapy Assistance:** engage in light manual therapies such as acupressure, massage, cupping, and moxa (comprehensive training will be provided).
- **Medical Record Keeping:** assist in meticulous maintenance of patient medical records, ensuring accurate documentation of treatments and observations.
- **Billing Assistance:** support the billing process, manage transactions, and handle associated paperwork.

### **Qualifications and Skills:**

- Effective interpersonal and communication skills.
- Prior experience or internship in a similar role is a significant plus.
- Enthusiasm or studies in health sciences, physical therapies, nursing, or any related field is advantageous.
- Organized, detail-oriented, and capable of multitasking.
- Keenness to learn and integrate into clinic protocols.
- **Training:** comprehensive on-the-job training will be provided, including hands-on experience with manual therapies and equipment usage.

### **Ideal for:**

Students or recent graduates in health sciences.

Aspiring physical therapists or nurses looking for hands-on experience.

**How to Apply:**

If you're interested in this rewarding opportunity, please send your resume and a brief cover letter detailing your interest and relevant experiences to [minmpresident@gmail.com](mailto:minmpresident@gmail.com). Use "Acupuncture Clinic Assistant Application - [Your Name]" as your email subject.

Compensation: \$15/ hour

**Application Deadline: December 31, 2023**