



Colorado Allergy and Asthma Centers, P.C.
Position Vacancy Announcement
Posted: 1/19/2016

Position: Clinic Assistant/Office Assistant
Location: Ft. Collins
Hours: Full-time (36 hours per week)

Position Purpose: This full time position is responsible for direct and indirect care of adult and pediatric patients under the direction of the physicians, physician assistants, Clinic Manager and/or Staff Nurse(s). We are looking for an experienced, responsible individual to contribute depth & knowledge to our busy practice.

Responsibilities:

- Shows competency in Clinic Assistant II Skills within 60 days of employment – includes allergy testing, allergic reactions, asthma treatments as well as operating daily in providers schedules.
- Shows competency in Clinic Assistant III Skills (i.e., Injection Desk) within 6 months
- Assures patient satisfaction by working as a team member with all personnel, including exhibiting exceptional customer service skills
- Front office duties to include:
 - Back Office Patient Schedule
 - Allergy injection duties
 - Front Desk skills
- Demonstrates flexibility, professionalism and a high-level of motivation
- Takes initiative and is a self-starter with a strong sense of responsibility
- Performs additional duties as deemed necessary
- OSHA and HIPAA Compliant

* Responsibilities are subject to change at any time based on company needs.

Prerequisites:

1. Graduate of accredited Medical Assistant School with Colorado Certification or
2. Combination of experience and education
3. Minimum of 2 years clinical experience preferred
4. CPR Certification
5. Demonstrated leadership skills a plus
6. Strong, professional references required

Contact: Jill Yousaf: email (hr@coloradoallergy.com) or fax (720-858-7605)