**From:** Mark Rocco [mailto:mroccodc@gmail.com]
**Sent:** Tuesday, April 09, 2019 11:16 AM
**To:** Paul Price <pprice@mtcarmelcenter.org>
**Subject:** Job Applicants Ad Springs Family Chiropractic

#### Job Description

Our clinic team is looking for a top producer Chiropractic Assistant that is customer service-driven with sales knowledge to assist people with getting healthy and changing their lives. Our clinic is multi-disciplinary, providing chiropractic care, trigger point injections, intravenous therapies, stem cell therapy, and regenerative medicine treatments to our community and the state of Colorado.

The vision here at Springs Family Chiropractic and Stem Cell Therapy Plus is this: Offering the best holistic health care to individuals in Colorado, Changing Lives, Helping Families, Giving Every Individual the Best Natural Therapies and Medicine Available to Heal and Regenerate, and to Live Happy and Healthy Lives.

**Musts:**

Have a great attitude

Must have experience posting blog articles, videos, and other realms with social media- marketing and websites

Must perform in office typing test and proficiency using Microsoft Word and Excel

Must perform in office math invoice test

Must be proficient with Google Drive

Must be proficient in scanning and faxing

Must be familiar with HIPPA compliance for medical offices

Must have a flexible schedule and be able to work marketing events on occasional weekends (25-35 hours a week)

Preferred knowledge of/experience with Quick Books or must be able to learn.

Must be able to travel out of state for training if necessary

Must demonstrate healthy lifestyle habits

Must be able to pass background check, have reliable transportation, and means of communication (cell phone)

We prefer you to have Medical background/experience, but this is not required. Assistant will be responsible for scheduling patients, scanning, answering the phones, helping with rehab therapies and the Doctor’s EHR. Assistant will be required to help guide patients’ care and assist in therapies in the office. All aspects of the job will be taught to our new hire during training. Bonus if you can speak *fluent*Spanish.This is a fast-paced job and requires people skills, organization, and a great attitude.

Bonuses Available $$$

You can apply in person or email us your resume through Indeed- (719) 594-0072

Job Type: Part-time

Salary: $11.50 to $14.00 /hour

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Thank you!

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**Yours in Health,**

**Mark K. Rocco, D.C.**

**Leaders in Spinal Regeneration!**

**Ensure your health and your future! Schedule an appointment today!**

    

**Pain only happens after 40% of Dysfunction in Organs and Tissue has already occurred.**

 ***If you are in pain, your nerves are inflamed and your nervous system is already in crisis!***

***We expect miracles in your health! Please call our office to make an appointment today***

**Springs Family Chiropractic**

**5446 North Academy Blvd. Suite 102**

**Colorado Springs, CO 80918**

**Tel: 719-594-0071**

[**www.coloradospringsfamilychiro.com**](http://www.coloradospringsfamilychiro.com)

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