

<b>Job Title:</b>	Rehab Clinic Assistant	<b>Date Posted:</b>	18.03.2021
<b>Reporting To:</b>	Clinic Director	<b>Position Type:</b>	25hrs per week
<b>Location:</b>	Biggleswade, Beds.	<b>Travel required:</b>	No
<b>Level / Salary Range:</b>	Kickstart Scheme	<b>Training Provided:</b>	Where necessary
<b>Contact:</b>	Georgie Mai – Clinic Director 01767 317771	<b>Applications:</b>	Email <a href="mailto:Georgie@rehabhub.co.uk">Georgie@rehabhub.co.uk</a>
<b>Business Address:</b>	Unit 3B, Stratton Park, Dunton Lane, Biggleswade, Beds. SG18 8QS.		

## Rehab Clinic Assistant

### Company Overview

Rehab Hub Injury Clinic & Therapy Centre provides Physiotherapy, Sports Therapy, Osteopathy and rehabilitation facilities to private guests and patients, mainly from the local area. We have a #beYOURbest vibe; in health, activity and sport and the team are hardworking and supportive of each other.

### Role Overview

We are looking for a naturally warm and engaging person who enjoys helping people in what is one of the most important roles in our clinic. They will very often be the first person that new, nervous patients and guests might meet or speak with, and they will be an appreciated asset to our team of Practitioners. This is an excellent opportunity for a candidate looking to pursue a career in health and fitness.

- Supervision of our self-service patient rehabilitation suite with anti-gravity treadmill (training provided)
- Engaging with patients and guests ensuring they are put at ease and feel welcomed
- Dealing with enquiries via email, phone and web
- Clinical systems administration
- General tasks relating to the smooth running of clinic
- Some weekend and evening work.

### Essential Requirements

- A friendly, personable and warm person who is confident and naturally engaging with people
- Experience in a customer facing role; dealing with telephone and web enquiries in a personable manner
- Good written English and computer literacy
- Ability to prioritise and multi-task effectively
- An interest in healthcare and fitness.

### Preferred Skills & Experience

- Educated to A-level
- Experience in healthcare and fitness
- A personal interest in health and sport.

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