Orthopedic and Medical Supply Source is a retail clinic based in the Manitoba Clinic which operates from 6:00am until 6:00pm Monday to Friday. The clinic provides off-the-shelf orthopedic bracing solutions, upper and lower extremity casting, as well as a variety of medical supplies to walk-in patients. We are currently hiring for an Athletic Therapist – Retail.

This is a regular part time position and is an excellent opportunity for a Certified Athletic Therapist or Kinesiologist who is comfortable working in a patient focused retail environment.

Following guidelines and expectations, the Athletic Therapist – Retail will be responsible for the following duties:

- Assist with the daily operations of the clinic, solve problems, provide support to staff, and ensure patient needs are met in a friendly and efficient manner.
- Provide bracing solutions to patients; offer training on effective use of prefabricated orthoses as well as other clinic products.
- Operate debit/credit machine and cash register in order to receive patient payment, provide patients with invoices and receipts.
- Help monitor, order, and maintain clinic inventory; receive and put away supplies, prepare patient order pick-ups and deliveries.
- Coordinate with coworkers for clinic coverage and provide back-up when required.
- Build and maintain effective relationships with health care clinics, physicians, and distributor representatives.
- Adheres to PHIA at all times in order to maintain patient confidentiality.
- Communicate updates to coworkers, provide electronic and paper documentation of daily operations and tasks.
- Adheres to all health & safety protocols.

Qualifications:

- Professional and friendly demeanour, patient focused, flexible and adaptable.
- Strong customer service skills and sales experience.
- Able to provide excellence in patient care; must be experienced in fitting a variety of prefabricated orthopedic braces.
- Must be tech savvy and possess excellent organizational & administrative skills.
- Applicants must have the CAT(C) designation, or possess relevant experience and a post-secondary degree in Kinesiology or a related field.
- Able to commit to a work schedule within stated operating hours.

To apply please email cover letter & resume to aohumanresource@gmail.com