



Neighborhood Health – Chiropractor Assistant
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Due to expansion, Neighborhood Health is looking to add a Chiropractor Assistant to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As a Chiropractor Assistant, you will:

- ✓ Prior to a patient's scheduled appointment, review chart and observe previous provider notes and orders. Ensure necessary prep work is complete.
- ✓ Ensure exam rooms are clean and well-stocked with necessary supplies and materials.
- ✓ Maintain and reviews patient electronic health record. Chart pertinent health information, including significant changes. Ensure provider notes and signatures are documented for all orders, consultations, and exams.
- ✓ Perform patient assessment and document prior to physician visit including vital signs appropriate for patient age, initial assessment screening questions, review of the Problem Summary List, and a list of all current medications.
- ✓ Assist with administrative duties such as filing, answering phones, and scheduling appointments.

Requirements:

- 1 year of experience in a Community Health Center preferred.

Education Requirements:

- High School diploma or GED required.

This position is full-time with benefits. We offer competitive pay, health, flexible spending, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org