

**Effective date: August 29, 2021**

**Customers served (external and internal):** all external Customers and any member of the Paradigm Team, all vendors, suppliers and any other members of the public.

**Reports To: CAO and or HR/Accounting Assistant**

**Role Summary:**

Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment.

**Principal Accountabilities: (essential job functions)**

1. Maintain appropriate levels of cleanliness/maintenance of equipment in facility per checklists.
2. Inventory/ordering of necessary clinical supplies.
3. Inform Lead of any maintenance issues for clinic.
4. Assist Administrative staff as necessary. (Answer phones)
5. Follow all protocols for Covid-19 as far as cleaning, inventory of PPE required, and assist with rules and protocols being implemented and followed per CDC, OSHA and state health orders.
6. Assists Administrative staff with health screen process per current state health orders, OSHA, and CDC to guidance check in patients for appointments.

**Essential Skills and Experience:**

- Proven, effective interpersonal skills.
- Proven organizational skills.
- Appropriate customer service skills to Paradigm clients.

**Education/Equivalent:** HS Diploma. Desire to work in the healthcare industry.

**Beneficial Skills and Experience:**

1. Experience working in high performance teams and a proven strong team player
2. Personal Training Certification is preferred
3. Commitment to company values

**Physical Challenges:**

1. The job can be physically demanding because Clinic Attendant may have to stoop, kneel, crouch, lift, and stand for long periods. .
2. Regular and consistent use of keyboard and mouse.
3. Ability to climb stairs on occasion.
4. Must be able to occasionally lift up to 50 pounds.
5. Consistent standing for many hours at one time. Majority of day (80%+) is spent standing or walking.
6. Additional challenges may arise, at which time Paradigm may revise this job description.

**Reporting to the position are:**

No direct reports

*This job description does not represent an inclusive list of all duties encompassed in this position, but rather serves as a tool to assist the employees in this position. The existence of this job description, or any other job description, does not in any way negate "at will" employment status. The President of Paradigm is the only person who may elect to modify or delete this job description at any time upon giving notice to the HR Rep to do so.*

**I understand the responsibilities associated with this job and I agree to fulfill them to the best of my ability.**

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Employee Signature

Date

**ONCE SIGNED, PLEASE SEND ORIGINAL TO HR DEPARTMENT  
TO BE ADDED TO THE EMPLOYEE'S PERSONNEL FILE.**

**FLSA Status:** Non-exempt

**Essential Skills and Experience to Qualify For Promotion:**

1. Proven success in all areas listed above.
2. Commitment to Paradigm's strategic plan and vision for the future.
3. Recommendation from immediate supervisor or other member of Executive Team.