

Effective date: August 20, 2018

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: Clinic Managers/CAO

Role Summary:

Relies on instructions and pre-established guidelines to perform the functions of the job. Demonstrates leadership and organizational skills. Able to be a positive role model to subordinates. Able to make decisions without direction as outlined by CAO and Clinic Managers.

Principal Accountabilities: (essential job functions)

1. Oversees appropriate levels of cleanliness/maintenance of equipment in facility per checklists.
2. Oversees Inventory/ordering of necessary clinical supplies for all clinics.
3. Informs Clinic Manager of Maintenance issues.
4. Works directly with clinic manager to adhere to budgets set in place for company.
5. Oversees all PTO coverage and scheduling for Gym and Clinic Attendants.
6. Implements new processes as needed throughout department.
7. Effectively trains and schedules staff per company needs.
8. Organizes outside vendors at times for maintenance issues.

Essential Skills and Experience:

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

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. Commitment to company values.
3. Speaks Spanish.

Physical Challenges:

1. The job can be physically demanding because a Lead 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:

Gym Attendants and Clinic Attendants.

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.

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.