



THE  
WELLNESS  
WAY

Do Health Differently.

#### **JOB POSTING: Patient Coordinator**

The Wellness Way – Green Bay is a fast-growing clinic, a part of an international network of wellness clinics and we need help with assisting our patients at the front desk! We're seeking a Wellness Assistant to help assist our patients on a daily basis. This is a full-time, hourly position at our Green Bay, WI location. Hours are predominately M-F, 8am – 6pm, but will require some occasional weekend and evening work.

This position requires an assortment of skills: very detail oriented, great multitasking skills, BUBBLY personality, professionalism, a passion for alternative healthcare. Our ideal candidate would have a passion for alternative healthcare and follow us on social media platforms. Not only will they be able to tell our story, they'll also know the right tools for the job and how to use and maintain them.

If you're looking for variety, this is the place for you! Your talents will be called upon to deliver our message in many different ways – from in person & over the phone conversation, Instagram/Facebook lives and video shorts, to studio productions and live streamed events.

We're a rapidly growing clinic, so this role will work closely with almost everybody in our clinical staff, as well as the The Wellness Way corporate team and doctors around the world. The right person will be self-managed and able to work within an ever-changing, team-oriented environment.

#### **Job Responsibilities:**

- First point of contact for patients which will include greeting patients and answering the phones. While answering the phone: assisting patients with scheduling appointments, taking shipment orders, preparing these shipments to be sent out and answering any minor questions they may have
- Checking patients in and out at the front desk, entering patient charges, collecting payment, presenting financial plans and loading patients to appropriate rooms
- Overseeing the front desk responsibilities, while handling periodic interruptions
- Create engaging environment for patients at the front desk
- Ability to keep a clean and organized work environment
- High focus in having the ability to work as a team but also independently

#### **Qualifications:**

- Proficient in Microsoft office, previous computer & phone experience
- Previous front desk experience a plus
- Ability to multitask, organized and BUBBLY personality to relate to our patients
- Dependable -- more reliable than spontaneous
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- High stress tolerance -- thrives in a high-pressure environment
- Passion for alternative healthcare

**Pay:** Hourly position. Hourly rate based on experience.

**Benefits:** No commercial health insurance offered at this time. Free care at The Wellness Way Green Bay and supplements at cost. 1-week paid vacation (increased at 3 years). Paid holidays. Gym reimbursement. Available in-house massage therapy. Unique flexible culture with multiple staff development opportunities, company outings and employee appreciation events.

**Benefits upon eligibility:** Retirement plan with employer matching

Take a look at what we're doing on our website, Facebook and Instagram pages, as well as our YouTube channels. If you think that's a good start but also see a world of possibilities, submit a cover letter and resume to [careers@thewellnessway.com](mailto:careers@thewellnessway.com) and tell us why you're the patient coordinator we're looking for! Please be sure to include the position you are applying for in the "subject" of your email.