



CHIROPRACTIC ASSISTANT

Aspen Chiropractic Center in Cottage Grove is looking for a professional, friendly, and compassionate Chiropractic Assistant to join our team! This is a full-time position Monday - Friday from 8:30 am - 5:00 pm at \$15 per hour to start. Experience in a chiropractic office is preferred but not required.

This position does require a Chiropractic Assistant License, but we will pay for the licensing fees while we train you for this position. Training will be done at our Roseburg location for the first 30 days, and we will pay for your transportation during this time.

During the training period, employment will be part time, but once you are a fully licensed CA, you will be working full time at our Cottage Grove location Monday - Friday from 8:30 am - 5:00 pm. After you receive your CA license, the pay rate increases to \$16 per hour.

Qualifications:

- Positive attitude
- Professionalism
- Excellent customer service
- Ability to multitask

Job Responsibilities:

- Assist the Chiropractor with therapeutic exercises
- Provide excellent patient care
- Maintain HIPAA compliance and patient privacy
- Update patient chart notes
- Keep clinic organized and clean
- Conduct clinic inventory
- Willingness to cross train as needed

Job Requirements:

- High school diploma or equivalent
- Ability to be on your feet for multiple hours at a time
- Ability to use your hands, arms, wrists, and fingers frequently
- Ability to bend, stoop, sit, and squat frequently
- Must be willing to obtain a Chiropractic Assistant License
- Must be willing to undergo a background check
- Must be willing to take a drug test
- Must be willing to train at our Roseburg facility for the first 30 days of employment

Please email a resume and we will contact qualified candidates to set up an interview. We look forward to hearing from you!