

Name _____ Date _____

Street Address _____

City/State/Zip _____

Telephone _____ Mobile _____

E-mail: _____

Referred By / How Did You Hear About Job? _____

Date Available _____ Wage Desired _____ (be specific)

Hours Available: M: _____ T: _____ W: _____ Th: _____ F: _____

Current Employment:

Are you currently employed? Yes No

If yes, may be contact your present employer? Yes No

If yes, name and telephone number of current employer / supervisor:

Education:

| | Name & Location of School | Graduated | Subjects Studied |
|-----------------------|---------------------------|-----------|------------------|
| High School | | | |
| College | | | |
| Trade or Other School | | | |

Former Employers: (Please list starting with the most recent.)

| Dates From – To (Mo. & Yr.) | Name and Phone Number of Employer | Salary | Position | Reason for Leaving |
|--------------------------------|--------------------------------------|--------|----------|--------------------|
| From To | | | | |
| From To | | | | |
| From To | | | | |
| From To | | | | |



Office Coordinator / Chiropractic Assistant

Application for Employment

References: Please list three people, not related to you, whom you have known for at least one year.

| Name | Address & Phone | Business | Years Known |
|------|-----------------|----------|-------------|
| | | | |
| | | | |
| | | | |

In case of emergency notify:

Name: _____

Phone: _____ Relationship: _____

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE. I FURTHER UNDERSTAND THAT I HAVE NO CONTRACT, WRITTEN OR IMPLIED, PROMISING FUTURE EMPLOYMENT.

I HEREBY ACKNOWLEDGE THAT THE FIRST 90 DAYS IS PROBATIONARY FROM THE DATE OF MY HIRING AND THAT DURING THIS TIME I CAN BE TERMINATED WITHOUT SEVERANCE PAY OR ANY EXPLANATION AS TO THE REASON FOR MY TERMINATION. I HAVE ACCEPTED THE TERMS OF THIS PROBATIONARY ARRANGEMENT OF MY OWN FREE WILL AND CHOICE. I ALSO UNDERSTAND THAT THERE IS NO CONTRACT GUARANTEEING MY FUTURE EMPLOYMENT OR BENEFIT, EITHER WRITTEN OR IMPLIED. I HEREBY AGREE TO FOLLOW ALL CLINIC POLICIES, BOTH THOSE IN EXISTENCE AND THOSE THAT WILL BE ADDED IN THE FUTURE. I REALIZE THAT FAILURE TO FOLLOW CLINIC POLICY MAY RESULT IN MY IMMEDIATE DISMISSAL WITHOUT RECOURSE OR SEVERANCE PAY.

Date _____ Signature _____

Essay Questions

Name _____ Date _____

Why do you want or need this position? If you're currently employed – what's missing / what are you looking for?

What special skills or attributes would you bring to this position?

How will this position fit into your future plans? What is important to you in a "job" that would make it a long-term career?

How comfortable are you with using Canva, Active Campaign, BombBomb, Loom, Facebook, Instagram, Word Press, for social media posts, newsletters or updates on a website? Give me an example of a campaign/event that you ran and how you executed it.

Our office focuses on, teaches and practices healthy living and positive lifestyle choices. Please describe your experience with natural and holistic health, certain ways you and your family strive to BE FIT, EAT RIGHT or THINK WELL, or your interest and desire to incorporate these into your way of life.



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What book have you read that has most inspired you, and what was its message or lesson?

What podcasts or guru's do you like to follow?

What is one way in which you helped out a patient/person, and what was the impact it made?

When you're not working, what are some of your hobbies or interests?

What are some of the most important things you look for in an employer?

How do you like to be recognized when doing a great job – and, when something needs to be improved, how do you respond best when approached?



Office Coordinator / Chiropractic Assistant

Our Chiropractic Vision

Empowering the energy within to RESTORE + OPTIMIZE the body and mind!

Our Care Mission

Our duty is to educate individuals and empower them with the knowledge and support needed to choose optimal health solutions. We pledge to provide individually unique services that focus on the entire person, not the presenting symptoms.

Our Team Vision

“Surround yourself with ONLY
people who are going to lift you HIGHER”

~ Oprah

Our Strategy

Our office is a wellness-focused chiropractic clinic, focusing on one main thing:

~ improving people’s lives through chiropractic, nutrition and massage ~

Clients come into our office for the positive, energizing atmosphere and healing environment. They are always welcomed with a smile, by their name, and with an attitude of service. We focus on each patient’s health from a holistic perspective, knowing that the body is amazing and self-healing. We talk about and practice excellent health choices, and how improving our health improves every other aspect of our lives.

We are actively searching for the right candidate to support us in accomplishing our purpose!

Personality Style:

The minute a patient walks in the door, they are seeking guidance and care! It will be very important that you are upbeat, smiling and show them an attitude of service. Having a great memory for names and details that are important to our clients is a huge plus. You'll need to be organized, pay attention to detail, have a great attitude, be confident enough to serve as a leader for our office, but humble enough to know that no job is beneath you when it comes to ensuring excellent patient experiences at every encounter. You must be a great co-worker – since in many cases we spend more time with the people we work with than our own families, it's essential to have a great professional working rapport, an attitude of cooperation, and a desire to bring our best effort and attitude every single day. You must be a dedicated and positive contributor to a happy and cohesive team.

Responsibilities:

You must be professional, personable and punctual. You will be working with patients in every aspect of their care, New Patient Exams, recording vitals, performing therapies such as Ultrasound, Stim, Traction, and getting certified in additional modalities. To perform these duties, you must be a Certified Chiropractic Assistant, certification is paid for and will be required upon acceptance of this position. You will also help patients with scheduling their appointments, collecting payment for services, explaining insurance- Medicare and membership options, submitting insurance claims and following up on payments, balancing books at the end of the day all while ensuring each patient feels valued while doing it! Other duties include calling patients to reschedule, composing the monthly newsletter, daily social media design and posts, internal office marketing, marketing campaigns to new residents. Overseeing of FullScript Dispensary orders, inventory and answering patient questions on supplements. Light housekeeping, cleaning of the treatment rooms and tables, restroom, dusting, vacuuming, assist with laundry and tidying of the waiting room and breakroom. Planning and attending special events in office and in the community. You'll need to be flexible as needs arise and organized with all the different activities going on. Be ready to focus and work hard in a fun, fast-paced atmosphere!

Details:

Hours are Monday and Wednesday 9-12:40 and 2-6pm, Tuesday and Thursday 8-2 and Friday 9-1, this is a part-time position. Additional hours may be requested for marketing, health workshops, and other events – all with adequate notice.

Next Steps:

We are looking for an applicant that is the perfect fit for us, and know you're looking for a work environment that is the perfect fit for you, too. If our purpose and vision sound like something you can put your head, heart and energy into, please complete our application.

We're eager to learn more about you and how you might be a great addition to our TEAM!

1. E-mail completed application forms along with a resume and cover letter to: brookviewinfo@gmail.com
2. Record a Video explaining why you would be the best candidate for this job and include in your email above.

Thank you for your interest in Brookview Wellness! ~ Dr. Brooke Breitbach, DC, IFMCP, Founder