



Available Position Description

Position: Specialty Clinic Aide

Description: The Specialty Clinic Aide will assist the Oral Surgery Specialty Physicians with procedures, rooming patients in clinic and assisting with clinic set-up and clinic clean up. He/she prepares records, sets up instruments/supplies, and processes instruments. The Specialty Clinic Aide will work closely with the Specialty Clinic Team to ensure overall flow of clinic process.

Number of Hours: Casual: 0-9.5 hours/week

Schedule:

Oral Surgery: 1st Monday & Last Thursday of the month: 7 am – 4/5 pm

Educational Requirements: Previous work as CNA/Surg. Tech. or Clinic Aide preferred.

Other: The Specialty Clinic Aide must work well with patients and staff in a professional and confidential manner. He/she must be a good communicator.

Replacement: X New

Date: 2-16-10
Revised: 3-1-10

Position Filled:

Employee (s): _____

Date: _____
Date: _____