**Client Care Coordinator Opening at Stride Physio**

Do you like being social with real people as well as the media? Do you enjoy creating a positive experience for others? Do you delight in the health and well being of others? If you answered yes to any of these questions then you may be the perfect fit as Stride Physio’s new Client Care Coordinator.

Stride Physio is a woman-owned physical therapy clinic located in a beautiful space overlooking the north end of Lake Union, in Seattle, Washington.

The Client Care Coordinator is a semi-full-time position, at 32 hours per week. Creating a happy client experience is paramount to the success of our business. The role of the client care coordinator is to set a friendly, responsive and compassionate tone for the clinic, while consisently delivering excellent customer service. The ideal candidate not only has stellar interpersonal skills, but is someone who is interested in the field of physical therapy and or promoting lifelong wellness through fitness and movement.

**Responsibilities include:**

* Greeting, welcoming and connecting with clients
* Quickly responding to phone calls and emails
* Scheduling appointments
* Keeping therapists’ schedules full
* Collecting & recording payments
* Verifying insurance benefits
* Entering demographic data entry
* Being a client/therapist liaison, relaying questions and messages
* Keeping all client information confidential, complying with HIPAA
* Managing client referrals and presriptions
* Maintaining clinic organization and cleanliness
* Improving office systems
* Contributing to social media posts
* Participating in marketing campaigns
* Organizing community and clinic events
* Championing health, wellness and joyful movement

**Qualifications**

* Minimum 2 year college
* 1+ years of customer service experience
* Detail oriented and excellent follow through on projects
* Excellent oral and written communication skills
* Ability to work independently with self drive
* Ability to multi-task while remaining friendly and courteous to patients
* Outstanding organizational skills
* Strong data entry skills
* Experience working with Microsoft Office
* Must be dog friendly (as we are a dog friendly office!)

We encourage all qualified applicants to go to our website at [www.strideseattle.com](http://www.strideseattle.com) to learn more about Stride and why our clinic is an awesome place to work.