



Position Available: Certified Athletic Trainer

Start Date: November 6, 2023

Schedule: Monday – Friday

Location: Pullman, Washington and Moscow, Idaho

Inland Orthopaedic Surgery and Sports Medicine Clinic, PLLC is proud to be the Palouse's most established orthopaedic practice delivering quality orthopaedic and sports medicine care. Our physicians and team members provide exceptional patient-centered care for a better overall experience for patients of all ages. We are seeking upbeat, reliable Certified Athletic Trainers who are looking for a long-term career in the orthopaedic healthcare field. The applicant would work closely with our newest primary care sports medicine physician performing various clinical tasks. This position is available now in our Pullman Office location with travel to our Moscow Office location. Competitive wage and benefit package offered. Applications will continue to be accepted until position has been filled.

The Ideal Candidate For This Position Will Have:

- Certification in Idaho and Washington
- Effective interpersonal skills to communicate both in person and in writing
- Strong work ethic and ability to prioritize multiple tasks and follow through in a timely manner
- Excellent customer service skills
- Ability to work independently and as an effective team member
- Have initiative to ask questions, make proposals, and effectively problem solve
- Ability to clearly organize and maintain files and documents, both digital and printed
- Demonstrate the ability and willingness to learn unfamiliar tasks and equipment operation within the scope of position
- To accept change in a positive and professional manner and to lead others in the same

Skills/Knowledge/Abilities

- Excellent problem-solving skills
- Experience with an electronic medical records system, preferably Epic
- Knowledge of medical terminology
- Skills in basic data entry
- Excellent phone etiquette and ability to communicate effectively
- Ability to exhibit cooperation, flexibility, and provide assistance when interfacing with patients, physicians and staff
- Ability to multi-task
- Skills in organizing and reporting information that is accurate and complete
- Ability to maintain composure in stressful situations
- Consistency and timeliness in attendance

Job Duties

- Rooming patients and taking patient history and vitals
- Removing sutures and preparing injections
- Verifying images are available and loaded
- Assisting with cast application and removal
- Assisting with patient education and various patient paperwork
- Maintaining efficient patient flow by cleaning exam rooms between patients
- Preparing physical therapy orders and scheduling therapy
- Tracking medical supply inventory and ordering and stocking medical supply room and exam rooms
- Returning messages for physicians and calling in prescription refills
- Outreach program development

To Apply:

Applicants must submit both resume and cover letter to ap@inlandortho.net. Your cover letter must specify why your unique skills and experience make you a good fit for working with our Inland Orthopaedic Surgery Team. If we would like to move forward in the hiring process, we will reach out with an employment application.

Job Type: Full-time

Pay: \$50,000 - \$54,000.00 per year, DOE

Inland Orthopaedic Surgery is a drug-free, alcohol-free, and smoke-free workplace. If offered employment, passage of background screen and pre-employment drug screen is required.