



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/18

Acupuncture and Traditional Chinese Medicine Assistant

Job ID	32-23-44-B3-6A-8C	
Web Address	https://careers.indigenous.link/viewjob?jobname=32-23-44-B3-6A-8C	
Company	Alberta College of Acupuncture and Traditional Chinese Medicine	
Location	Calgary, Alberta	
Date Posted	From: 2020-04-15	To: 2020-10-12
Job	Type: Full-time	Category: Health Care
Job Start Date	As soon as possible	
Job Salary	\$23.00 hourly, for 32.00 Hours per week	
Languages	English	

Description

The Alberta College of Acupuncture and Traditional Chinese Medicine (ACATCM) was established in 1997. We were the first college established in Alberta and among the oldest in Canada for teaching acupuncture and Traditional Chinese Medicine (TCM). Our College Clinic is a group of highly trained acupuncturists among other health professionals. Last year, the clinic provided many thousands of treatments to the Calgary community. We are currently hiring for 3 full-time Acupuncture and Traditional Chinese Medicine Assistants to join our team and to provide our patients the best-in-class acupuncture and Traditional Chinese Medicine experience. We are seeking highly motivated professionals, preferably with acupuncture or medical assistant certificate and/or 1 or more years of related experience in a clinical setting. Your passion, attention to details and care for the patients are the perfect fit to our team. On-job-training is provided to those with minimum qualifications.

Job requirement and qualifications:

- Secondary (high) school graduation certificate is required
- Certification in acupuncture assistant or medical administration program is an asset
- 1 or more years of administrative or medical assistant experience is preferred
- Must have basic knowledge of acupuncture
- Knowledge of Traditional Chinese Medicine is highly preferred
- Team player - positive, reliable and motivated
- Be physically capable of performing the required duties in a fast-paced environment and work on flexible hours by shift
- Attention to details
- Strong organizational skills and effective oral skills
- Able to speak and understand English at a conversational level
- Security and safety: Basic security clearance

Major Job duties include:

- Welcoming patients and providing general guidance regarding acupuncture
- Assisting patients with paperwork
- Following certified acupuncturist's instructions and assisting with treatments
- Preparing, maintaining and cleaning the cups and other medical apparatus
- Scheduling and coordinating appointments
- Completing payment transactions and handling insurance records
- Managing patient records
- Answering and transferring patients' inquiries
- Complying with clinic procedures and policies for the health and privacy of our patients.

Terms of Employment: Permanent, Full Time, Shift, Weekend, Day, Evening

Work location: 1910 20 Ave NW Suite #102, Calgary, AB T2M 1H5

Work Environment

How to Apply

By Mail:

1910 20 Ave NW Suite #102, Calgary, AB T2M 1H5

By Email: dr.benny.xu@gmail.com