

Position Title: Medical Support

Employment Type: Full-Time

Location: Statera, LLC – Integrative Health and Wellness Clinic

Statera, LLC is an integrative health and wellness clinic dedicated to caring for the whole person—mind, body, and spirit. We are seeking a compassionate, detail-oriented **Medical Support** professional to join our team full-time and help create a seamless, welcoming experience for our clients and providers.

About the Role

As a Medical Support team member, you will play a vital role in both front- and back-office operations. You will work closely with our multi-disciplinary team to support daily clinic workflow, client communication, and provider needs in a calm, professional, and client-centered environment.

Key Responsibilities

- Warmly greet clients, helping to create a welcoming and calming atmosphere
- Verify client information, take vitals, and room patients
- Respond to messages
- Support efficient management of provider calendars
- Prepare and restock treatment rooms and shared spaces to ensure cleanliness and readiness
- Assist with administrative tasks such as scanning, faxing, data entry, and managing referrals and records requests
- Maintain accurate and confidential client records in the electronic health record (EHR) system
- Coordinate communication between clients, providers, and external offices as needed

- Follow clinic policies and procedures, supporting safe, efficient, and compliant operations
- Participate in team meetings and contribute to a positive, collaborative clinic culture

Qualifications

- High school diploma or equivalent required; additional training or experience as a medical assistant, radiologist, or nurse is preferred
- Previous experience in a healthcare, wellness, or integrative clinic setting preferred but not required
- Strong organizational skills, accuracy, and attention to detail
- Excellent communication and customer service skills, with a warm and professional demeanor
- Comfort with technology and willingness to learn clinic software and EHR systems
- Ability to maintain strict confidentiality and follow HIPAA and clinic guidelines
- Alignment with Statera's integrative, whole-person approach to health and wellness

Personal Qualities

- Compassionate, client-centered, and service-oriented
- Collaborative and supportive team member
- Calm, dependable, and able to manage multiple tasks in a dynamic environment
- Flexible and open to learning in a growing integrative practice

What We Offer

- A supportive, integrative health and wellness environment
- Opportunities to learn more about holistic and integrative care
- A mission-driven team that values collaboration and respect
- **Full-time employees are eligible for our benefits package**

How to Apply

To apply, please complete the **Join Our Team** form on our website. If you are unable to include a link to your resume, you may email it directly to **nhutchison@stateraintegrated.com** after submitting the form.

Please include:

- A current resume or CV
- A brief cover letter sharing your interest in integrative health and why you'd like to join Statera, LLC

We look forward to learning more about you and how you can support our mission at Statera.