



The Arc of Central Alabama: Job Posting

Job Title: Clinical Aide	Job Code:
Department: Clinical Services	FLSA Status: Non-Exempt
Reports to:	
Work Schedule: 7:30am- 4:00pm	

Job Duties:

- Schedule, transport, and complete follow-up documentation related to medical/dental appointments for people served
- Assist people served during medical examinations; inform medical workers of the person's needs and concerns
- Communicate with supervisors concerning the outcomes of doctor's office visits and procedures of people served
- Maintain a safe environment for people served during transport and medical appointments
- Maintain records of spending related to people served
- Perform related duties as assigned

Knowledge, Skills and Abilities Required:

- Must have a high school diploma or GED
- Current CNA certification preferred
- Experience working with people with intellectual disabilities preferred
- An equivalent combination of experience and training is acceptable
- Must have excellent written and verbal communication skills
- Must be well organized
- Must have reliable transportation and valid driver's license; must be insurable by agency's insurance
- Must be able to pass pre-employment screening

Physical Requirements:

- Frequent standing, walking, hand dexterity, reaching with hands and arms, climbing or balancing, stooping; kneeling, crouching, crawling, and speaking and listening both near and long distances; Must have vision abilities that include close vision, distance vision, color vision and depth perception
- Occasional sitting required
- Frequent lifting and/or moving more than 100 pounds

Apply online at www.arcofcentralalabama.org/about/careers/ or in person at 5348 Oporto Madrid Blvd South; Birmingham, AL 35210