



## THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE

<b>Job Title: Clinical Aide</b>	<b>Job Code:</b>
<b>Department: Clinical Services</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports to:</b>	
<b>Work Schedule:</b>	

### Job Duties:

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

### Knowledge, Skills and Abilities Required:

- Must have a high school diploma or GED
- Current CNA certification
- Experience working with individuals 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 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/](http://www.arcofcentralalabama.org/about/careers/) or apply in person at 5348 Oporto Madrid Blvd South; Birmingham, AL 35210