



Position Description

Position Title:	PCR (Pinnacle Care Rep)
Position Status:	Full-Time; Part-Time
Location:	Wewoka, OK
Reports To:	Clinical Director
Posting Date:	07-07-21
Closing Date:	Open Until Filled

Summary

Customer service skills, likable personality, able to multitask in a fast pace clinical setting.

Responsibilities

Communication. All scheduling should be overseen by the PCR to insure a conflict free schedule. PCR is to keep up with the nursing homes activity and special event scheduled and inform Pinnacle care should any conflict arise. PCR is to stay in communication and inform the DON of all scheduled therapy visits in the nursing facility.

Representation. The PCR is the face of Pinnacle Care in the nursing facilities. The PCR is required to present self in a professional manner at all times. PCR is to follow the dress code of the nursing home or the Pinnacle Care dress code.

Supplies. PCR is responsible for supplies and submitting reorder requests and in a timely manner. Always have a 1 month supply available.

Attitude. Customer satisfaction is a Top Priority. Report all problems to Pinnacle Care office. Always remain courteous and professional when dealing with nursing home staff.

Equipment. PCR is responsible for all equipment supplied by Pinnacle Care. Reports problem with equipment immediately.

Privacy. PCR is to ensure all clients are in a safe, comfortable and private environment during sessions. PCR IS RESPONSIBLE FOR LEARNING AND MAINTAINING HIPPA LAW.

- Computer skills including data entry - Word/Google Documents, Spreadsheets, emails
- Knowledgeable operating office equipment including, fax, scanner, copier, digital phone system.
- Must be able to assist in scheduling, verification of insurance, assisting with vitals

Applicant Requirements

- HS diploma or equivalent

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Pinnacle Care is an equal opportunity employer and does not discriminate on the basis of race, creed, gender, disability, age, and/or any other basis.