



Job Description

Licensed Massage Therapist

Reports to: Practice Manager

Revised Date: 10 May 2022

Pay Grade: 50% commission or hourly minimum wage, whichever is greater

SUMMARY

The Licensed Massage Therapist provide customized therapeutic massage to clients through a thorough client intake and formulated care plan using muscle testing, stretching, and multiple modalities of massage. Licensed massage therapists will also assist with various office tasks as needed.

PRINCIPAL RESPONSIBILITIES

The following are principal responsibilities. Other duties may be assigned to meet New Heights Wellness Center needs. Reasonable accommodations can be made to meet the needs of individuals with disabilities.

Communication

- Greet and assist clients in a professional, friendly, and hospitable manner while establishing a welcoming rapport
- Provide client education and discuss treatment, goals, and outcomes with clients before and after appointments
- Perform thorough intake prior to seeing clients addressing therapy needs, goals, past medical history, and any related client information
- Complete thorough SOAP notes following each massage session using professional language, proper medical terminology, good grammar, and correct spelling

Massage

- Provide a well planned massage that meets the client's individual needs using multiple modalities
- Establish a care plan based on each client's intake
- Perform muscle testing and stretching routines
- Measure outcomes pre session vs post session
- Participate in on-site events and provide chair massage to attendees

Miscellaneous

- Schedule appointments
- Answer incoming phone calls in a timely and professional manner, and take down messages as thoroughly as possible
- Check clients in and out and accurately process payment

- Complete general cleaning and upkeep of facility
- Complete opening and/or closing routines
- Reconcile money collected throughout the day
- Adhere to all OSHA requirements
- Communicate, monitor, and adhere to all HIPAA regulations
- Participate in monthly leadership and planning meetings.
- Attend all staff meetings and participate in all training activities
- Follow all the New Heights Wellness Center Policies & Procedures
- Foster productive and cohesive inter-office work relationships

QUALIFICATIONS

To perform the job successfully, individuals must possess the following skills. Reasonable accommodations can be made to meet the needs of individuals with disabilities.

- Time management
- Communication
- Problem solving
- Teamwork
- Conflict management
- Decision making

EDUCATION REQUIREMENTS

High School Diploma or GED

Completion of accredited massage therapy certification course

CERTIFICATES, LICENSES, REGISTRATIONS

Massage therapy certification from accredited school

Massage therapy license from the Ohio State Medical Board

Professional Liability Insurance with a minimum \$2,000,000 each claim/\$6,000,000 aggregate coverage

PHYSICAL DEMANDS:

Reach above shoulder or below waist

Lifting up to 30lbs

Maximum of (8) 1-hour sessions in one day.

WORKING CONDITIONS: Office/Clinic Setting

WORK ENVIRONMENT: Ambient room temperatures and lighting, computer, copier/fax machine, office furniture, contact with people, occasional off site exposure to various locations for events which may include outdoor exposures.

DOMESTIC/INTERNATIONAL TRAVEL: Local travel

The above is not intended to be an exhaustive list of all responsibilities, skills, efforts, and working conditions. New Heights Wellness Center, LLC has the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.