

## Clinical Support Assistant

Steeper Group is a privately-owned business that was formed almost 100 years ago. Since then we have expanded across prosthetics, orthotics and assistive technology – with a focus on creating significant turning points in individuals' lives through exceptional clinical services and award-winning products.

We are a true leader in our market. From humble beginnings, we have grown to become one of the UK's largest suppliers of Orthotic, Prosthetic and Assistive Technology products. Uniquely, we combine age-old craft skills with the latest innovations in manufacturing and materials.

**Steeper's vision is to create life's turning points, together. We aim to do this with innovative prosthetic, orthotic and assistive technology products and services.**

We currently have a vacancy for a motivated team player to join our company as a Clinical Support Assistant working within our Stanmore branch.

The Clinical Support assistant is part of a multi-disciplinary team consisting of nursing, allied health and medical staff, providing the highest standard of individualised care to all patients and their families and carers in the outpatient department.

### Duties/ Responsibilities:

- Work under the direct supervision of the lead prosthetist and undertake a range of administrative and clinical tasks to ensure the physical and psychological care of patients attending clinics for consultation and treatment are met as part of a well organised and efficient department.
- Work throughout the department to ensure administrative and clinical elements of the role as required as achieved.
- Working in and rotating through clinics, treatment areas, reception, medical records and note preparation, with direct patient contact at reception & in the clinical area.
- Managing the distribution of the stump socks. Auditing and Re ordering when required. Updating patient records with sizing and quantity.

You will need to be flexible, adaptable and able to work both in a team and independently. You will also need to be computer literate.

If you feel you have the necessary attributes to be considered for the above position, to apply, please complete an application form or submit your CV.

Application forms can be obtained by emailing the HR team on (hr@steepergroup.com). Alternatively visit [www.rslsteeper.com/careers](http://www.rslsteeper.com/careers) and download an application form from the website.

Due to the high volume of applications we anticipate we will receive for this role, in the event you have not heard from us within 14 days, we regret to inform you that you have been unsuccessful in your application.

Unit 3  
Stourton Link  
Intermezzo Drive  
Leeds  
LS10 1DF

Tel:  
+44 (0) 113 270 4841

Email:  
hr@steepergroup.com

[www.steepergroup.com](http://www.steepergroup.com)

# Vacancy

---

Strictly no agencies

**The closing date for applications is 27<sup>th</sup> May 2018**



Steeper is committed to valuing diversity and treating everyone who works for or wishes to work for us fairly. We will treat everyone with the same attention, courtesy and respect, regardless of age, impairment, ethnic origin, nationality, religion or belief, social class, sex, sexual orientation, gender reassignment, marital or civil partnership status, responsibility for dependents, pregnancy and maternity or trade union activity. Steeper is committed to act positively towards

disabled people and we actively welcome applications from disabled people.