

Join our Team!

Patient Care Advocate (Chiropractic Assistant)

Location: Maple Grove, MN

Hours: 25 hours per week

About The Wellery

At The Wellery, we believe families deserve a place where they feel valued, supported, and empowered in their health. We are a modern, relationship-centered chiropractic clinic specializing in prenatal, pediatric, and family wellness.

We are committed to helping kids and families thrive while cultivating a space filled with connection and community. If you enjoy working with people and the joyful energy that comes with babies, toddlers, and busy families, and want to be part of a practice that blends natural healthcare with specific, skilled chiropractic care- you're in the right place!

About the Role

As a **Patient Care Advocate**, you are the heart of the patient experience. You will welcome families, build relationships, support patients through their care journey, and help create a calm, uplifting, and organized clinic environment. This role is a blend of front-office support, patient interaction, clinic flow coordination, and community engagement.

You do **not** need prior chiropractic or medical experience. What matters most is your empathy, enthusiasm, and energy to support our community.

What You'll Do

- Welcome patients with kindness and professionalism
- Support prenatal and pediatric family check-in and care flow
- Answer phones, respond to inquiries, and assist with scheduling
- Help maintain smooth clinic operations and daily logistics
- Assist with patient onboarding, records, and documentation
- Help ensure the clinic environment is clean, organized, and inviting
- Support practice events, workshops, and community outreach
- Educate and communicate our clinic philosophy and patient care process

What We're Looking For

- A friendly, positive communicator who genuinely enjoys people — adults *and* kids
- Reliable, organized, and comfortable multitasking in a busy environment
- Team-oriented, supportive, and proactive
- Excited to learn about natural wellness + chiropractic philosophy
- Professional presence with warmth, empathy, and positivity
- Strong written and verbal communication skills
- High school diploma/GED required; additional education welcomed but not necessary
- Comfortable with Microsoft Office products such as Word, Excel, and Powerpoint

What Makes This Role Special

- You'll make a meaningful difference in the lives of families and children
- You'll be part of a supportive, collaborative, wellness-minded team
- You'll gain hands-on education in holistic family care
- You'll join a place where connection, growth, and purpose matter

Our Commitment to You & Our Community

The Wellery is an equal-opportunity employer. We celebrate diversity and are committed to fostering an inclusive environment for our employees, our patients, and the community we serve.