

## Health Care Job Function

# HLT Acupuncturist III

Grade: 57

Job Code: W0557P

Job Family: Health and Wellness

Job Family Matrix: [Health and Wellness Matrix](#)

## Summary

Independently provide safe and effective acupuncture treatments according to intake assessments.

## Typical Core Duties

- Consult with clients about their medical history to determine what acupuncture techniques should be administered
- Assess client soft tissue condition, nerves and blood vessels to determine appropriate acupressure techniques
- Provide safe and effective treatment
- Maintain client records; develop individual treatment plans and strategies
- Monitor client progress; evaluate treatment outcomes and recommend new or altered treatments as necessary
- Follow and maintain all safety, infection, quality and environmental procedures
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

## Basic Qualifications

- Master's degree in Acupuncture and Oriental Medicine
- Minimum of 2 years' relevant work experience

## Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Excellent communication and customer service skills

## Certificates and Licenses

- National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) Certification
- Current Massachusetts acupuncture license

## Physical Requirements

- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

## Working Conditions

- Work is performed in an office setting