

Job Title: Wellness Tech

Location: The Woodlands Institute for Health & Wellness (TWIHW) – Annex Location

Hours: Monday – Thursday, 9:00 AM – 5:00 PM | Friday, 8:00 AM – 12:00 PM

The Wellness Tech is responsible for administering Hyperbaric Oxygen Therapy (HBOT) and overseeing the Longevity Room services (Infrared sauna, red light, and vibration therapy) at TWIHW. This role ensures a high-quality patient experience while maintaining a clean, organized, and welcoming environment. Additional responsibilities include assisting with administrative tasks, customer scheduling, and maintaining the cleanliness of the Annex facility.

Key Responsibilities:

Patient Care & Service Administration:

- Administer **HBOT** and **Longevity Room** services, ensuring safety protocols are followed.
- Provide clear instructions and guidance to patients using these services.
- Assist patients with scheduling and answer questions related to their treatment plans.

Administrative Support & Overflow Assistance:

- Assist with patient scheduling, especially for those using HBOT and Longevity Room services.
- Answer incoming calls and assist with general patient inquiries when available.
- Support front desk operations as needed, ensuring a smooth workflow in the reception area.
- Handle patient refill requests and assist with basic administrative overflow duties.
- Staff meeting (once a week) set up for lunch

Facility & Equipment Maintenance:

- Maintain and clean all HBOT and Longevity Room equipment to ensure proper functioning.
- Perform routine checks on equipment and report any issues to management.
- Keep the Annex facility tidy, including the reception area, bathrooms, and treatment rooms.
- Restock supplies and ensure cleanliness of all patient areas.

Qualifications & Skills:

- Prior experience in a health & wellness setting is preferred.
- Comfortable working with medical equipment (training provided).
- Strong customer service and communication skills.
- Ability to multitask and assist with administrative tasks when needed.
- Organized, detail-oriented, and proactive in maintaining cleanliness and equipment functionality.

Why Join TWIHW?

At TWIHW, we are dedicated to providing compassionate, holistic wellness solutions to our patients. This role plays an essential part in ensuring a seamless patient experience while supporting the operational needs of the Annex facility. If you are passionate about wellness, enjoy working with people, and thrive in an organized and caring environment, we would love to have you on our team!

How to Apply:

Please submit your resume and a brief cover letter to resume@twihw.com with the subject "**Wellness Tech Application.**"