



(Continued)

4. Comply with infection control, safety and emergency guidelines
5. Work to ensure client satisfaction. Establish rapport with clients, remaining cognizant of and responsive to needs for medical and educational care delivered in a professional, expedient manner
6. Perform clerical and administrative duties, as required
7. Stock exam and interview rooms. Follow inventory control policies and assist in monthly inventory as needed
8. Display initiative in maintaining a neat and tidy appearance in all areas of clinic
9. Prepare clinic for opening and secure for closing, as required, including balancing daily receipts
10. Follow PPFA medical standards and guidelines for clinic assistant, as well as other agency education and medical protocols

SPECIFIC ADVANCED FUNCTIONS:

- follow-up of abnormal test results
- ordering and inventory maintenance (health education materials, forms, equipment)
- HIV pre- and post-test education and testing
- Charge entry (billing codes, diagnosis codes, payments, etc)

Perform pregnancy testing and options education:

- obtains medical history, interviews and educates clients ensuring informed consent
- performs basic lab work (pregnancy test)
- performs options and abortion education per agency protocols, makes appointments/refers for follow-up medical services

OTHER DUTIES AND ABILITIES:

1. Keep current on relevant anatomy and physiology, methods of contraception, STIs, pregnancy, adoption, early prenatal care, education techniques, community resources, agency protocols, referral procedures, and all Planned Parenthood programs.
2. Assist initial training of new staff and volunteers by demonstration of techniques and procedures and by observation.
3. Perform roles in the abortion clinic, such as receptionist, advocate, lab tech, or med. Assistant.

PHYSICAL REQUIREMENTS OF JOB: All of the job functions listed above involve to greater and lesser degrees the following physical demands: Close vision, hearing/listening, clear speech-complete, touching, smelling, walking, lifting and carrying up to 6 lbs., stooping, bending, sitting and standing.

MENTAL REQUIREMENTS OF JOB: All of the job functions listed above involve to greater and lesser degrees the following mental demands: Reading-complex, writing-complex, memorization, analyzing, perception/comprehension, math skills, judgment, decision-making.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent. Experience in a medical setting desired. Reproductive health care experience desirable.