



JOB ANNOUNCEMENT

Medical Receptionists & Medical Assistants

MULTIPLE POSITIONS AVAILABLE! FULL TIME, PART TIME & PER DIEM!

Our medical receptionists are the first point of contact for our patients. Medical receptionists will check patients in and out, answer multi-line phones, make appointments, enroll patients in insurance programs and provide excellent service at our busy health centers.

Our medical assistants provide direct patient care as well as assisting our Clinicians in direct patient care functions and procedures. Medical Assistants will perform vital signs, phlebotomy (blood draw), ultrasound, and laboratory services. In addition, medical assistants will provide HIV, STI, and Pregnancy testing and options counseling.

An ideal candidate would be someone who wants to further the mission of Planned Parenthood and would display professionalism at all times. Ability to perform administrative tasks *as well as* hands on patient care preferred.

Qualifications:

- High School diploma or GED required
- Medical Assistant Certification preferred
- Interested and knowledgeable in the field of family planning
- Able to relate professionally and non-judgmentally to patients at all levels
- Well organized and able to work well under pressure
- Experience working with EMR; NextGen EPM experience highly desired
- Experience working in a medical office setting preferred

These positions require travel between all three health center locations, with ability to work evening and weekend hours.

Upper Hudson Planned Parenthood offers its employees a competitive wage, benefits package for those over 20 hours, including health, dental, and vision insurance, Holidays, paid time off, retirement plan and much more in a friendly environment. One of the fundamental beliefs guiding Planned Parenthood is that the respect and value for all types of diversity in all aspects of our organization are essential to our effectiveness and organizational well-being. We are an equal opportunity employer.

TO APPLY: Send Resume and Cover Letter to JOBS@UHPP.ORG or drop it off at the front desk of any of our clinics.