MEDICAL ASSISTANT in Poughkeepsie

Planned Parenthood Mid-Hudson Valley (PPMHV) is seeking a candidate to fill an immediate opening for a Medical Assistant in our Poughkeepsie Health Center.

**SKILLS:**

* Understanding which laboratory tests are indicated, and ensuring that appropriate requisitions are completed
* Providing comprehensive education on all methods of birth control, pregnancy options, and STI.
* Preparing exam rooms for providers
* Performing laboratory tests as allowed by state law
* Take vitals and Draw Blood
* Completing and updating the client history in the electronic medical records
* Drawing and preparing lab specimens for shipment

**EDUCATION and EXPERIENCE**:

* High school diploma or GED required
* Prior experience in a medical office is required
* CPR training required within 90 days of hire
* EMR Experience preferred
* Valid driver’s license required
* Reliable transportation; daily use of vehicle required
* Bilingual Spanish preferred

**The hours and days are\*\*:**

Monday     8:00 am to 5:00 pm

Tuesday   11:00 am to 7:30 pm

Wednesday 8:30 am to 4:30 pm

Thursday     11:00 am to 7:30 pm

Friday        OFF

Saturday  9:00 am to 3:00 pm (1 Saturday per month)

\*\*Flexibility to work other or additional hours is requested based on the needs of the Health Center\*\*

Qualified candidates are encouraged to e-mail their resume for immediate consideration to jobs@ppmhv.org \*\*\*\*No calls please\*\*\*\*
Planned Parenthood® Mid-Hudson Valley has served the people of Dutchess, Orange, Sullivan and Ulster counties for over 83 years!

PPMHV is an equal opportunity employer. Women, people of color and LGBTQ people are encouraged to apply.