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| **Open Position Announcement**  **Health Center Assistant L 1 (Front Desk)**  **Newburgh Health Center** |

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| **Attached please find the Job Description and Internal application for the following  position:**  **Health Center Assistant L 1 (Front Desk)**  **$13.50 an hour**  We have an opening for a HCA L 1 position to work in the Newburgh Health Center.  Previous physician office and/or billing experience preferred.  Spanish speaking is preferred. This position assists PPMHV in the delivery of quality health care by performing non-medical functions which enable the agency to provide efficient, sensitive, quality medical services to clients and other members of the community in a team environment.  The primary responsibility is to ensure excellent customer service at all times and encourage client retention and satisfaction. The position is highly visible with extensive patient contact.  The hours and days are**\*\***:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | 8:00 am to 5:00 pm | 8:00 pm to 4:30 pm | 11:00 am to 7:30 pm | 12:30 pm to 5:30 pm | 8:30 am to 5:00 pm | 9:00 am to 3:00 pm  *1 PER MONTH* |   As noted on the Internal Application, an updated resume is requested to accompany the application.  The resume will support and give a clearer picture to the hiring manager of your past and present accomplishments.  You may also submit a cover letter with your application and resume to further describe your experience.  **\*\*Flexibility to work other or additional hours is required based on the needs of the Health Center.**  **All documents should be forwarded to Human Resources, 178 Church Street, Poughkeepsie, NY 12601 or fax (845) 471-1519 or email** [**jobs@ppmhv.org**](mailto:jobs@ppmhv.org)**.**  The position will be posted both internally and externally.  **Planned Parenthood® Mid-Hudson Valley is an equal opportunity employer.**  *Women, people of color, and LGBTQ people are encouraged to apply.* |