



Planned Parenthood California Central Coast

INTERNAL POSITION VACANCY ANNOUNCEMENT

TITLE: HEALTH CARE ASSISTANT I
LOCATION: San Luis Obispo Health Center
STATUS: Full Time / Non-Exempt
REPORTS TO: Center Director

JOB SUMMARY:

This position is primarily responsible for activities related to clients seeking reproductive services specifically patient intake for reproductive health services. Must be able to work on computers and assist clients in a patient, non-judgmental, empathetic manner and provide excellent customer service with a tone that is nurturing and accommodating to all. In addition, may assist patients by providing testing, screening, and education required for the provision of medical reproductive health care and primary care (where available).

QUALIFICATIONS:

- High school diploma or equivalent.
- Medical Assistant Certification is required; Family planning experience desirable
- Excellent written and verbal communication
- Excellent computer skills, experience with Electronic Health Care systems
- Must have excellent customer service skills and be committed to providing the highest level of customer satisfaction to both internal and external customers
- Ability to relate to diverse communities
- Work independently and as a team member
- Ability to read and implement written instructions
- Ability to physically assist a patient who is in distress
- Must have professional appearance and attitude
- Availability to work flexible hours, as required
- Ability to work in a busy environment, under pressure without compromising accuracy and attention to detail.
- Ability to respond appropriately to changing situations
- Must have reliable transportation to travel to the other Health Centers
- Strong commitment to the PPCCC Mission, goals and policies.
- Bilingual (Spanish & English skills are **highly preferred**, but not required.
- One (1) year proven Customer Service experience/health care background preferred.

If you are interested in joining our team, please email a cover letter and resume to employment@ppcentralcoast.org.

***** We are an equal opportunity employer and encourage diversity in our workforce. *****