



Planned Parenthood of Central Texas seeks
Bilingual Clinical Assistant

Full time position in health center offering female and male reproductive health services and contraceptive management. Provides education and information to patients and supports the work of the clinicians.

Job Description:

- Assists in the examination and treatment of patients under the direction of a registered nurse or physician.
- Interviews patients, measures vital signs (i.e., pulse rate, temperature, blood pressure, weight, and height), and records information on patients' charts.
- Draws blood and collects blood samples from patients; prepares specimens for laboratory analysis.
- Documents patient interactions as needed.
- Interviews patients; reviews and updates medical history.
- Provides education for patients regarding pregnancy, adoption, abortion, contraception, teen sexuality, and reproductive health, including HIV education, risk assessments, and risk reduction information.
- Performs front desk and call center duties including scheduling appointments; signing in patients; pulling and preparing medical charts.
- Provides general agency and program information to patients.
- Provides contraceptive supplies and prescribed medications.
- Maintains medical supplies, equipment, and logs in examination and laboratory areas.
- Cleans and maintains examination, laboratory, and other work areas.

Planned Parenthood has been providing reproductive healthcare in Waco for over 70 years and offers the following:

- ◆ **Excellent benefits:**
 - ▶ **100% Employer-paid health and dental insurance**
 - ▶ **A match of up to 3% of salary in optional employee retirement fund**
- ◆ *Progressive/cutting edge patient care philosophy.*
- ◆ *Generous paid time off.*
- ◆ *Located in friendly Waco (pop. 120,000) – no more rat race! **Low cost of living!***
- ◆ *One and one-half hours from Austin and Dallas/Ft. Worth!*

Requirements:

- Any combination of education and experience equivalent to a high school diploma; additional education preferred
- Customer service skills
- Bilingual – Spanish/English
- Warm, caring manner
- Good communication skills
- Demonstrates cultural and linguistic competence.
- Ability to work as a team member.
- Should be pleasant, neat, and well-groomed in representing the agency to the general public.

E-mail resumes and inquiries to:

Felicia Goodman

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OR VISIT

www.ppwaco.org