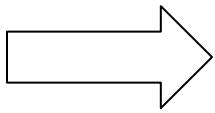




Planned Parenthood in Waco offers comprehensive reproductive healthcare services. We are here to educate and care for healthy communities.

We believe the needs of our community are greater than they've ever been. And that drives us to work harder, aim higher, and expect more from one another.



**JOIN OUR TEAM!**

**Clinic Assistant (bilingual) in Waco, TX**

**“YOU CAN COUNT ON PLANNED PARENTHOOD”**

Planned Parenthood in Waco since 1939 is a leader in the reproductive healthcare industry.

... In 2010, Planned Parenthood in Waco provided 25,654 medical services to 12,451 individual patients.

... 96% of the services provided are PREVENTIVE services that help people stay healthy.

We are searching for a Bilingual Clinic Assistant to join our team. We invite you to apply today.

We offer a competitive compensation and benefits package:

- 100% Employer Paid Medical and Dental Insurance Premiums
- \$1,000 Health Reimbursement Account
- 100% match of up to 3% of salary in optional employee retirement account
- *Generous Paid Time Off.*
- Plus Additional Benefits.

Full time position in health center offering female and male reproductive health services and contraceptive management. Work as part of the health care team to provide comprehensive health education and direct patient care, demonstrating a positive, cooperative manner, and a willingness to assist team members when needed. Follow affiliate protocols, policies and procedures and any center-specific policies and procedures. Abides by the organization's mission in performing job duties. Demonstrates an understanding of and commitment to quality healthcare including accurate charting, filing and follow-up, medical records, laboratory, quality control, and informed consent while exhibiting excellent customer service.

Key Responsibilities of the Clinic Assistant include:

- Interview patients as per the Clinic Procedures Manual; reviews and updates medical history.
- Provide and explain appropriate forms to clients to ensure accurate completion and understanding of all forms, ensuring that clients with limited English proficiency receive

information in the language which they best understand.

- Notify clinician of special concerns pertinent to client's visit.
- Maintain patient confidentiality at all times, using appropriate guidelines on release information.
- Accurately perform and document all vital signs, draw blood, and IM injections.
- Provides education for patients seeking resolution to questions and/or problems related to reproductive health, including pregnancy, contraception, sterilization, and teen sexuality per Title X regulations.
  - Provides comprehensive information about prenatal care, adoption, and abortion in a non-directive, supportive, open discussion of all options available; makes referrals for services based on the patient's needs. Assess patients' feelings about their options in order to confirm patients' decisions.
  - Provides patients seeking information about abortion with information about abortion providers; describes the difference between medication and surgical abortion.
  - Educates adolescents so that they can make decisions regarding their sexuality, including positive family involvement.
  - Reviews test results with patients and when appropriate, educates patients with abnormal results regarding the nature of the problem, method and treatments prescribed, and instructions and information about proper follow-up, including referral to appropriate medical, financial, and social service resources when necessary.
  - Evaluates patients' ability to comprehend teaching materials and adjusts education as necessary; evaluates patient comprehension.
- Provides HIV education, risk assessments, and risk reduction information.
- Provides contraceptive supplies, prescribed medications, and intramuscular injections as ordered by the clinician as per the Clinic Procedures Manual and the Pharmacy Policy and Procedures Manual. Provides specific instructions on each patient's selected birth control method.
- Performs all laboratory tests with competency as ordered by the clinician.
- Prepares supplies for Implanon and IUC insertions and removals.
- Sterilizes instruments and cleans autoclave as outlined in the Laboratory Manual.
- Set up and clean exam rooms including maintaining a clean, neat arrangement; collecting and washing specula; properly disposing of all trash; maintaining medical supplies and equipment in examination and laboratory areas.
- Files charts and forwards incoming medical records to nurse; verifies and completes requests for medical records transfers.
- Maintains supplies and equipment in counseling/education and examination rooms.
- Assists in the training of volunteers, students, etc and the coordination of their duties as requested by the Health Center Manager.
- Continually solicits new information and knowledge to remain well-informed on subject areas relating to the provision of family planning services.
- Comply with established risk management and safety procedures.
- Understand and comply with regulations regarding Patient Rights, Child Abuse identification and reporting, infection control protocols, and OSHA standards.
- Other related duties as assigned.

### **Requirements:**

- H/S Diploma or equivalent.
- Medical Assistant Certification or Phlebotomist training **desirable**.
- Must be able to obtain and maintain CPR certification.
- Some Customer Service experience is required. Prefer experience in health care or social services environment. Phlebotomist experience preferred.
- Bilingual in Spanish/English required (read/write/speak).
- Must be able to work other shifts including evenings and Saturdays, other work locations and able to travel.
- Strong organizational skills and ability to multi-task.
- Ability to adapt to diverse operation hours, needs and clientele.
- Ability to exercise initiative, sound judgment, and problem-solving techniques in the decision-making process.
- Excellent oral and written communication skills with patients and staff in all areas, including administrative, clinical, and non-clinical center staff.
- Must meet confidentiality requirements.
- Must be pleasant, courteous and helpful.
- Requires an understanding of and commitment to quality healthcare and excellent customer service.
- Demonstrates cultural and linguistic competence.
- Ability to work effectively as a team member.

Must be able to bend, stoop, kneel, crouch, reach, and grasp. Must be able to stand, particularly for sustained periods of time. Must be able to move about on foot to accomplish tasks, such as moving from one work site to another. Must be able to push/pull. Must be able to work primarily with fingers such as picking, pinching, or typing. Must be able to perceive attributes of objects such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. Must be able to talk such as convey detailed or important spoken instructions to other workers accurately. Must be able to hear such as the ability to receive detailed communication orally. Must be able to communicate effectively. Will have substantial movements of the wrists, hands, and/or fingers. Must be able to lift and/or exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Must be able to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes. Primarily Sedentary, Office environment.

Diversity creates a healthier environment: equal opportunity employer M/F/D/V  
We are a drug-free, tobacco-free workplace and perform pre-employment substance abuse testing.

**To apply for job opportunities at Planned Parenthood in Waco**

Apply online at

**[www.ppwaco.org](http://www.ppwaco.org)**

