



Planned Parenthood of Central Texas seeks  
**Family Planning Specialist (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 to support the work of the clinicians.

**Job Description:**

- 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.
- Performs lab testing as trained and delegated.
- 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
  - ▶ 100% Employer-paid required CEUs
  - ▶ 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
- Customer service skills
- Bilingual – Spanish/English (*preferred*)
- 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:

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