



Planned Parenthood Mid-Hudson Valley

Front Desk

Part time in Monticello

SUMMARY OF POSITION:

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.

Responsibilities Include:

- *Providing excellent customer service
- *Greeting patients
- *Scheduling appointments
- *Processing payments
- *Processing patient information

Requirements:

- *Fluent in Spanish
- *Front desk medical office/billing experience
- *Prior customer service experience
- *Experience using Electronic Medical records preferred

The days and hours listed below:

Monday	Tuesday	Wednesday	Thursday	Friday	
8:30 am to 2:00 pm	OFF	12:00 pm to 5:00 pm	OFF	12:00 pm to 5:00 pm	App. 16 hours a week.

*Must be flexible with hours/days, as they may change based on business needs.

Qualified candidates are encouraged to e-mail their resume for immediate consideration to jobs@ppmhv.org.

No phone calls please

Planned Parenthood® Mid-Hudson Valley has served the people of Dutchess, Orange, Sullivan and Ulster counties for over 81 years.

PPMHV is an equal opportunity employer.

Women, people of color, and LGBTQ are encouraged to apply.