

Order Number:

NY1614760

Date Job Order Received:

04/13/2026

Number of Openings:

1

Company Name:

Planned Parenthood of the North Country

Job Title:

Medical Receptionist/Medical Assistant

Minimum Experience Required:

No experience requirement provided.

Job Description:

Position Title: Medical Receptionist/Medical Assistant Position Details: F/T 40 hours per week Work Location: Watertown/Lowville Salary: \$43,680 About the Position: Under direct supervision, the Medical Receptionist/ Medical Assistant uses basic knowledge and skills obtained through on-the-job training to provide patient centered medical services and education in support of PPNY's mission. Gathers patient information, identifies concerns, and provides information to other medical professionals in order to provide services and meet patient needs. Qualifications: High School diploma or GED required. Experience in a medical office with direct patient care experience or Certified Nursing Assistant certification preferred. Competitive benefits package upon employment and based on eligibility, to include, but not limited to: Health, dental and vision insurance; retirement, disability, vacation, personal and sick leave; etc. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

Job Location:

Lowville & Watertown

Lowville, New York 13367

Pay:

\$21.00 Hourly

Benefits:Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays,
Retirement/Pension**Hours per Week:**

40

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: E-Mail

Email: tori.elliott@ppncny.org