



## **Join our team: Medical Assistant/Nurse**

The Des Moines Pastoral Counseling Center is seeking a medical assistant or nurse to join our team. The ideal candidate will communicate clearly and professionally in writing and speaking, collaborate with others, is a self-starter, reliable, compassionate, well organized, able to multi-task and pay close attention to detail.

The purpose of this position is to support our patients and medical providers in a behavioral health outpatient setting. Responsibilities include basic nursing, managing patient and pharmacy communications, refills/records requests, scheduling and assisting medical team with electronic health records. We are happy to negotiate full or part-time status for the position in order to attract the ideal candidate.

Experience and educational requirements: The ideal candidate will have a certification as a nurse or medical assistant through the AAMA, RMA, NHA or NRCMA within 6 months of employment. OR LPN licensed by the State of Iowa. Previous experience in a behavioral health setting is a plus.

Benefits: Competitive salary, individual health insurance, and paid holiday, vacation, and sick leave. Collegial working environment.

Des Moines Pastoral Counseling Center is a nonprofit, nonsectarian organization offering a broad range of mental health services, serving more than 4,000 individuals annually including 645 children. Although best known for its 50 years of quality, professional mental health therapy, the Center provides multi-faceted services, programs and classes through 30 multi-disciplinary professionals. Due to the COVID-19 pandemic, the Center implemented a robust telehealth service delivery system. Key services include:

- Counseling, including specialized services for children and adolescents known as C.O.O.L.
- Psychological testing and assessment
- Psychiatric consultation and care (medication management)
- Spiritual Direction
- Training for clinical professionals
- Leadership and spiritual life programming
- Mindfulness Based stress reduction
- Community Education opportunities

To apply, please send a letter of interest, and resume to:

Paige Franzluebbbers, Des Moines Pastoral Counseling Center, 8553 Urbandale Ave., Urbandale, IA 50322, or email [pfranzluebbbers@dmpcc.org](mailto:pfranzluebbbers@dmpcc.org).

For more information about the Center, visit our website at [www.dmpcc.org](http://www.dmpcc.org).