



**JOB POSTING**

Date of Request: 11/20/2018

Start Date: 12/09/2018

Date Posted: 11/20/2018

Date cover letter and resume due: 12/03/2018

Position Title: HS Counselor

FT:  PT:  Sub:  Temp:

Cost Center (s): 20000-51

Class (if union):

Location: Pittsfield and North Adams HS

Bi-weekly hours: 35 wky 70 bi wky cu

Wage Rate:

Immediate Supervisor: Katrina Mattson

Is this a new position? Yes  No  Is this replacing an employee? Yes  No

Person Replacing: Sarah Doyle

Supervisor Requests (should an offer be made) \*Only check box if needed

Practice Management User Accounts  Virtual Gateway Account

TLO Internet Time sheets ( Sign in/out or  E-timesheet)

Minimum Required Qualifications: \*High School graduate or equivalent

- \*Willingness to be trained in blood draws
- \*Ability to work with diverse clientele and staff
- \*Strong interpersonal skills
- \*Computer skills
- \*Strong written and verbal communication skills
- \*Ability to provide high-quality, non-judgmental services

Preferred Experience, Skills, Education: \* Two year college degree

- \*One year of relevant experience
- \*Computer skills in EMR
- \*Bilingual Spanish/English

Director of Program Signature: Cindy Miller Date: 11/20/2018  
 CFO Signature: Marianne [Signature] Date: 11/21/18  
 CEO Signature: [Signature] Date: 11/26/18

If you are interested in bidding on a posted position, please send a cover letter and resume to the HR Manager. Managers should submit this form along with job description and list for advertising to HR Manager.

**Health Services Counselor**  
**35 Hours per Week**  
**Pittsfield, North Adams**

Tapestry is committed to providing compassionate, community-based health care to some of the most vulnerable individuals in our region. We are passionate about providing non-judgmental sexual and reproductive health care, syringe access and disposal, overdose prevention and education, HIV/ AIDS prevention and care, and WIC family nutrition.

Under the direction of the Health Services Manager, the Health Services Counselor will be a member of the medical service delivery team in the health management and treatment of men and women seeking medical services with Tapestry. Providing confidential, nonjudgmental counseling and education to clients concerning reproductive health issues to enable them to make fully informed decisions and access the full range of medical services needed. As well as assisting in the health service centers with all office-related functions.

**Minimum Required Qualifications:**

- High school graduate or equivalent
- Willingness to be trained in blood draws
- Ability to work with a diverse clientele and staff
- Strong interpersonal skills
- Computers skills
- Strong written and verbal communication skills
- Ability to provide high-quality non-judgmental services

**Preferred Experience, Skills and Education:**

- Two-year college degree
- One year of relevant work experience
- Computer skills in EMR
- Bi-lingual Spanish/English

**Duties and responsibilities:**

- Provide reproductive health counseling, including; pelvic exams, routine testing/screening, gynecological problems, STIs, HIV/AIDS, contraceptive methods, ECP, pregnancy testing and options counseling, PrEP, exam results, use of and possible side effects of medication and birth control.
- Document all information in electronic medical record and on logs per protocol
- Perform limited medical and lab procedures including but not limited to blood draws, HIV testing, pregnancy testing, urine dipsticks, and prepare various lab tests for shipment to commercial or state laboratory per protocol.
- Alert supervisor of need for DCF notification of abuse of minor clients.
- Distribute appropriate written information to clients and provide clients with referrals as needed.
- Assist in the maintenance of referral information on other medical services, including colposcopy and abortion and related health issues.

- Conduct Pap, breast, medical or other related program follow-up and tracking as per protocol, if assigned.
- Provide clinic support services, lab assistance, exam room set-up, and office support, including front desk coverage/reception, use of electronic medical record system and phone counseling and appointment making.
- Distribute emergency contraception.
- Assist in training and orientation of new staff, interns and/or volunteers.
- Conduct outreach including tabling or presentations at various community sites, as assigned.
- Record and submit billing information; establish fees according to agency's sliding fee scale, collect money due from clients.
- Other duties as assigned.

**Working Conditions:**

Job requires some evening hours weekly. Occasional occurrences of dealing professionally with challenging clients is required.

**Physical requirements:**

- Able to sit at a desk to use computer, general administrative duties and make phone calls for up to 4 plus hours per day.
- Able to stand for up to 4 plus hours per day.
- Able to walk to offices within the clinic sites to deliver services.
- Able to lift and carry up to 50 pounds.

If you are interested in joining a diverse team focused on providing innovative, front-line health care, apply by submitting your cover letter and resume to [resumes@tapestryhealth.org](mailto:resumes@tapestryhealth.org) or by mailing them to:

Tapestry  
Attn: Human Resources Dept.  
296 Nonotuck Street, 2nd Floor  
Florence, MA 01062

Tapestry provides a comprehensive benefits package to eligible employees, which includes: medical, dental, vision, FSA, 100% employer paid LTD/ADD/life insurance, tuition remission and an Employee Assistance Program.

*Tapestry is an Affirmative Action/Equal Opportunity employer.*