



**SOUTH TEXAS FAMILY PLANNING & HEALTH CORPORATION**

4455 S. Padre Island Dr., Suite #29  
 Corpus Christi, TX 78411-5101  
 Ph: 361/855-7333 – Fax: 361/851-2067 website: www.STFPHC.org

WE CONSIDER APPLICANTS WITHOUT REGARD TO NATIONAL ORIGIN, GENDER, RACE, COLOR, RELIGION, CREED, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION OR ANY OTHER LEGALLY PROTECTED STATUS.

**APPLICATION FOR EMPLOYMENT  
 (EQUAL OPPORTUNITY EMPLOYER)**

POSITION AND CLINIC/SITE APPLIED FOR \_\_\_\_\_ DATE \_\_\_\_\_

**A. PERSONAL INFORMATION (PLEASE PRINT)**

Name \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
 Last First Middle

Present Address \_\_\_\_\_  
 Street City State Zip Code

Permanent Address \_\_\_\_\_  
 Street City State Zip Code

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ ARE YOU 18 YEARS OR OLDER?  YES  NO

**SPECIAL QUESTIONS – Answer ONLY the items that are checked in box preceding question:**

- HOW DID YOU LEARN ABOUT US?  AD  FRIEND  RELATIVE  WALK-IN/OTHER \_\_\_\_\_
- ARE YOU ELIGIBLE TO BECOME LAWFULLY EMPLOYED IN THE U.S.?  YES  NO
- WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY? \_\_\_\_\_  READ  WRITE
- HAVE YOU BEEN CONVICTED OF A FELONY OR MISDEMEANOR WITHIN THE LAST 5 YEARS? \_\_\_\_\_, IF YES, DESCRIBE \_\_\_\_\_
- IF RELATED TO ANYONE IN OUR EMPLOY, OR A MEMBER OF THE AGENCY BOARD OR DIRECTORS, STATE NAME \_\_\_\_\_

**B. EMPLOYMENT DESIRED**

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are You Employed Now? \_\_\_\_\_ If so may we inquire of your present employer? \_\_\_\_\_

Ever Applied to this Agency before? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

EDUCATION	Name and Location of School	Years Attended	Graduated? (Yes or No)	Subjects Studied
Elementary/Middle School	_____	_____	_____	_____
	_____	_____	_____	_____
High School	_____	_____	_____	_____
	_____	_____	_____	_____
College	_____	_____	_____	_____
	_____	_____	_____	_____
Trade, Business, or Correspondence School	_____	_____	_____	_____
	_____	_____	_____	_____

(Continued on Other Side)

**D. GENERAL**

**Special Job-Related Skills, Medical Experience/Qualifications Acquired from Previous Employment/Experience:** \_\_\_\_\_

**Special Interests, Hobbies, Community Services, etc.** \_\_\_\_\_

<b>Job Related Training In U.S. Military?</b>	<b>Rank</b>	<b>Present Membership in National Guard or Reserves</b>
---------------------------------------------------	-------------	-------------------------------------------------------------

**E. FORMER EMPLOYERS (List below last four employers, starting with last one first)**

Date Month and Year	Employer, Address, Supervisor	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

**F. REFERENCES:** Please list three references. (Persons NOT related to you) Provide complete address and phone information for contact.

NAME	ADDRESS	PHONE	YEARS ACQUAINTED

**NOTE TO APPLICANT:** Review the Job Description provided for position for position applied for, requirements of the job, View the agency's website [www.STFPHC.org](http://www.STFPHC.org), and answer the following questions:

- Are you capable of performing in a reasonable manner the activated involved in the job for which you have applied? Yes No
- Can you Travel in town and out-of-town as assigned? Yes No
- Do you have Transportation to & from work and to travel as assigned to other locations? Yes No
- Do you fully understand the job you are applying for, duties of the job, and the attached job description? Yes No

*"I CERTIFY THAT THE FACTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.*

*I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.*

*I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT DURING THE FIRST 90 DAY PERIOD WILL BE PROBATIONARY AS REQUIRED BY THE AGENCY PERSONNEL POLICIES."*

DATE \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

REMARKS/RECOMMENDATIONS \_\_\_\_\_

**SOUTH TEXAS FAMILY PLANNING & HEALTH CORPORATION**  
**JOB DESCRIPTION**

**POSITION TITLE:** FP Specialist I – III (known as Health Aide/Clerks while in new employee training)

**REPORTS TO:** Clinic Coordinator and Clinic Services Director, RN

**TYPE OF POSITION:** Health Care Provider/Operational Level

**STATUS:** *NON- EXEMPT*

**GENERAL DESCRIPTION:**

The FP Specialist I-III is a health care provider at the Family Planning Clinics. The FP Specialist I-III works with medical records and has direct contact with patients by educating and providing method instruction. The FP Specialist I-III works with patient billing and other clinical activities. Large amounts of paperwork documentation, computer entry, and routine tasks are conducted by the FP Specialist I-III. Works in a highly structured fast paced environment, under pressure.

**REPONSIBILITIES:**

1. Assists at the clinic, does in-take, appointment making, problem screening, registration, casework, follow up, medical records documentation, outreach, referrals, lab tests (weight, height, blood pressure, BMI, pricks finger for blood on glucose, cholesterol, and hematocrit/hemoglobin, urinalysis, HIV tests, EDD, and pregnancy tests, as delegated by physician's standing orders).
2. Travels as assigned to various locations with little or no notice. Helps maintain and assists with pulling and filing of records, doing patient referrals, tracking system, administrative reports, and may be delegated the authority to administer injections and make referrals into the WIC, Medicaid, and primary health care system by the medical director thru standing orders after training and certification by medical director.
3. Does patient billing, client eligibility screening using sliding fee scales, clinic inventory (requests, receives, & puts away supplies, provides private & confidential pt. education/counseling, and must be able and willing to assist the clinician in exam room.
4. Performs other duties as assigned by the Clinics Coordinator or Clinic Services Director. Must utilize agency software programs.
5. Respects and guards the confidentiality of all client and agency information, and may be required to perform janitorial tasks.

**QUALIFICATIONS:**

The FP Specialist I – III possess the following personal and professional qualifications:

1. Be a high school graduate or equivalent or have a CMA/CNA certificate, and have or be able to obtain an adult CPR/AED and First Aid certificate within 12 months of employment. Higher level education and credentials are preferred.
2. Must have reliable transportation, and posses a valid Driver's License.
3. Must be able and willing to learn clinical procedures, and treat all patients with courtesy and respect.
4. Be organized, communicate well, be people oriented, and assist in the organization, and every day flow of clinic activity.
5. Must be willing to work in a fast paced environment that is highly structured.
6. Hepatitis B immunization is strongly encouraged for this position because of significant contact with the public. Documentation regarding Hepatitis B will be part of the employees personnel file.
7. Must be committed to the goals of the agency and its programs, including BCCS, NFP, male involvement, and healthy weight.
8. FP Specialist level I is equivalent to 1-3 years of experience with the agency in the same position. FP Specialist Level II is equivalent to 3-6 years of experience with the agency in the same position. FP Specialist III is equivalent to 6+ years of experience with the agency.

**WORKING HOURS/ATTENDANCE REQUIREMENTS:**

A 20-40 hour work week, Monday - Friday, 8-12 hours per day schedule, as assigned by supervisor. Evenings, holidays, early mornings, weekends, and overtime are required on occasion to accommodate patients, special health fairs, and clients schedules, without notice.