**Position Title:**ECP (External Counter Pulsation)

**Status:**Part Time

**Travel:**Yes

**Summary:**

Under general supervision, ECP must perform administering treatments, answering phones, and assist with desktop (front desk, check in/out, documents, etc.).

ECP is a non-invasive procedure to help stimulate the growth of new blood vessels in the heart and sometimes improves the flow of existing blood vessels.

**QUALIFICATIONS/REQUIREMENTS/COMPETENCIES:**

A.    High school or GED preferred.

B.    Computer knowledge required, electronic medical records (EMR) highly preferred.

C.    Medical assistant knowledge preferred. Medical termination a plus.

D.    Must have excellent customer service skills.

E.    Must be able to travel within main locations at SLHV.

F.    Must be detailed oriented and able to multi-task.

G.   Excellent oral and written communication skills.

H.    Must be self-motived individual.

I.       Strong inter-personal skills.

J.     Able to work independently with minimal guidance and as part of a team.