

Richmond University Medical Center



Pediatrics Department

Richmond University Medical Center places a high priority on providing quality pediatric care services. As a recipient of the Gold Seal of Approval from the Joint Commission for patient safety and quality, we care for children from birth through adolescence.

Our pediatrics department provides inpatient, outpatient, and urgent care for children. Our acclaimed Neonatal Intensive Care Unit is also available for treating infants with special needs.

Primary Responsibilities:

- Specific duties include clerical duties, working on special projects, running errands, data entry, answering phones, typing and filing.
- Must be organized and excellent with multitasking.
- Good planning, communication and interpersonal skills required.

Minimum Qualifications:

- Proficient navigating Microsoft Office.
- Available to volunteer any time in the mornings on Tuesdays and Wednesdays from 9am-12pm.

Location: 355 Bard Avenue, 3rd Floor, Pediatric Administration