



Join a Thriving, Physician-Led GI Practice

Are you a Floater (clinical assistant) looking for a rewarding opportunity in a growing, privately owned gastroenterology practice—not hospital-owned—where your flexibility, clinical skills, and teamwork are truly valued? Our large, well-established GI practice operates multiple clinical offices and state-of-the-art endoscopy centers throughout the Upstate and is committed to delivering the highest quality patient care. We offer a regular schedule ending at 5 pm Monday–Thursday and half days on Fridays, giving you more time each week to maintain a healthy work-life balance.

This role is ideal for a Floater who is experienced in a healthcare setting, adaptable to working across multiple locations, and confident in supporting providers with both clinical and patient care responsibilities. The Floater position requires strong communication skills, attention to detail, and the ability to thrive in a fast-paced, team-oriented environment while maintaining a high level of patient care.

We are seeking a dedicated individual who will actively support our providers and align with our Mission, Vision, and Values, ensuring every patient receives compassionate, high-quality care.

Our Comprehensive Benefits Package Includes:

- **Medical, Dental, Vision, Life, and Disability Insurance**
- **HSA and FSA options**
- **Competitive retirement plan** with 401(k) and Roth options, **3% employer match**, plus annual discretionary employer contributions
- **Generous PTO program:**
 - 3 weeks your first year
 - 4 weeks after one year
 - 5 weeks after five years
 - 6 weeks after ten years
- **8 paid holidays** (no PTO usage required)
- **\$250 annual uniform allowance**

If you are looking for a long-term career with a respected GI practice that values both excellence in patient care and employee well-being, we would love to meet you.

Job Description

Job Title: Floater I
Department: Clinical
Reports To: Director of Clinical Services
FLSA Status: Non-exempt
Updated on: March 17, 2026

Job Summary

Floaters are responsible for maintaining the highest standards of care for patients, seen within the office setting.

Essential Duties and Responsibilities

Include the following:

- Shows patients to examination rooms and prepare them for the provider

- Interview patients to verify personal information, health history including but not limited to: reason for visit, height and weight, vital signs, current medication to include dosage and frequency, allergies and alerts.
- Identifies significant changes in patient condition through data collection and reports them to the provider
- Documents in electronic medical records (EMR) accurately and appropriately
- Stock and clean exam rooms, nursing stations and injection room.
- Process hemocult cards
- Assist in providing education and information to patients
- Assist other departments as needed
- Perform other duties as assigned.

Required Skills/Abilities

- Proficiency with computers and ability to learn and effectively use medical software systems.
- Strong prioritization, multitasking, and time management skills.
- High level of accuracy and attention to detail.
- Excellent communication skills with a high level of discretion and professionalism.
- Demonstrated ethical conduct and sound judgment.
- Flexibility and adaptability in changing situations.
- Ability to maintain composure and perform effectively under stress.
- Reliable with strong attendance and punctuality.
- Ability to work collaboratively in a team-oriented environment.

Education and/or Experience

- A high school diploma or equivalent.
- Unlicensed assistive personnel (UAP).
- 1-year medical experience is preferred but not required.
- Certified Medical Assistant/Registered Medical Assistant.
- Must maintain current certification from the certifying board of the American Association of Medical Assistants, the National Center for Competency Testing, the National Certification Medical Association, American Medical Technologists or any other recognized certifying body approved by the Board of Medical Examiners.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working on a computer.
- Required to sit and talk or hear.
- The employee is frequently required to use hands to finger, handle or feel and reach with hands and arms.
- Must be able to lift up to 15 pounds at a time.
- Must be able to access and navigate each department, and practice and endoscopy center locations.