

Healthspan Direct Primary Care (DPC) MA/CMA/LPN

La Belle, MO | Canton, MO

In many clinics, the front desk feels rushed, transactional, and disconnected from patient care.

At Healthspan DPC, we've built something different.

We believe primary care should be accessible, affordable, and high-quality—not rushed, fragmented, or driven by volume. You're not just checking people in, you're setting the tone for the entire patient experience.

What makes us different

Healthspan DPC is not a traditional clinic setting. It intentionally feels more like a coffee shop where our members gather.

- Slower, more intentional pace
- Fewer patients, more meaningful interactions
- Time to actually help people—not rush them through
- A calm, welcoming clinic environment

Our patients aren't numbers. And your role isn't just administrative—it's relational.

Your role at Healthspan DPC

You'll be the first point of contact for every patient who walks through our doors.

That means creating an experience that feels:

- Warm
- Organized
- Calm
- Personal

You'll help patients feel comfortable, known, and cared for—from the moment they arrive.

Our culture

Healthspan DPC is locally built and deeply connected to the community. Our patients aren't numbers—they're neighbors.

We're a small, collaborative team that values:

- Thoughtful care



- Clear communication
 - A calm, supportive work environment
 - Doing things the right way, even if it's different
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Clinical & administrative responsibilities

This role blends front desk coordination with hands-on patient care.

Responsibilities include:

- Greeting and checking in patients
- Answering phones and assisting with scheduling
- Triageing patient needs and directing flow
- Rooming patients and obtaining vitals
- Assisting with lab draws and basic procedures
- Supporting providers with day-to-day clinical tasks
- Maintaining a clean, organized, and welcoming clinic space

You'll play a key role in keeping the clinic running smoothly while supporting both patients and providers.

A better work environment

This is a more sustainable and enjoyable way to work in healthcare.

You'll experience:

- Less chaos and fewer interruptions
- More meaningful patient interactions
- A supportive, team-based environment
- A pace that allows you to do your job well

We believe healthcare should work better for everyone involved—including our staff.

Who we're looking for

We're looking for someone who:

- Is friendly, organized, and dependable
- Enjoys working with people and building relationships
- Takes initiative and stays engaged throughout the day
- Is comfortable balancing front desk and clinical tasks
- Wants to be part of something growing and meaningful

Experience is preferred, but attitude and work ethic matter just as much.

Position details

- Full-time
 - Based in Canton or La Belle, MO
 - Competitive compensation and benefits aligned with experience
 - Supportive team and positive work environment
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Let's build something meaningful

We're not just hiring a position—we're growing a model of care that puts patients and providers first.

If that resonates with you, we'd love to connect. Reach out to Steph to learn more.

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