



JOB OPPORTUNITY

Position: Certified Medical Assistant
Job Type: Health Care
Schedule: Full-Time; One Position; Ability to Work Some Saturdays
Primary Location: Renton
Salary: Hourly Position DOE
Req'd Travel: Yes (Travel between clinics in Renton, Seattle, & Tacoma).
Relocation Covered: No

To be considered for a position you must include a cover letter which includes:

- A statement of your view on being pro-choice
- A statement on specifically why you would like to work for Cedar River Clinics

Send cover letter, resume and three professional references via EMAIL, FAX or MAIL to:

**Human Resources Administrator
Cedar River Clinics, Financial Office
106 East E Street, Yakima, WA 98901
Fax: (509) 575-0477
E-mail: HRjobs@CedarRiverClinics.org**

Cedar River Clinics, Renton is seeking a self-motivated and dependable medical assistant for our AB clinic. This person will help the patients who come to our clinic take an active part in their own health care by sharing information with them about health, contraception and abortion. They will also work closely with medical providers including physicians and advanced practice clinicians, the clinic manager and staff from all clinic sites.

Successful candidates will be able to perform supportive patient care duties in both an abortion and a family planning clinic setting; to assist medical staff in the examination and treatment of patients; efficiently solve difficult or complex problems that affect client and/or clinic care; and to communicate well with other team members and with our clients. Candidate should also have excellent charting skills. Previous family planning/abortion experience is strongly preferred although training is provided.

Summary of Major Responsibilities:

- Provide assistance to physicians and patients with clinical procedures.
- Perform and chart ultrasounds.
- Make referrals as indicated for counseling, pre-natal, diagnostic ultrasounds and other pregnancy related referrals.
- Review chart to become familiar with client's health history.
- Evaluate and chart appropriate procedure for client based on gestation and health background.
- Share information with clients regarding procedure, medication and aftercare, obtaining informed consent.
- Pre-medicate client per physician's direction, standing order, protocol, and/or certification and licensure.
- Relay pertinent information to Coordinator regarding status of client.
- Offer referrals to client as appropriate for abortion, prenatal care, counseling, adoption and other pregnancy related services.
- Monitor and chart vital signs; i.e. blood pressure, pulse and temperature.
- Share information with client regarding post abortion care.
- Assess client's ability to leave clinic and be discharged.
- Answer routine incoming calls, make and record client appointments, direct clients to and assist them in obtaining all internal and external resources as needed.
- Other duties and projects as assigned.

Summary of Skills:

- Ability to make judgment decisions within the scope of assigned tasks.
- Demonstrated flexibility in handling multiple tasks and working in different areas.
- Ability to prioritize and perform tasks under pressure.
- Verbal and written skills, the ability to document verbal communication in a legible, accurate and objective manner.
- Interpersonal skills, the ability to initiate and conduct two-way communication in a clear concise manner.
- Ability to take direction and follow instructions.
- Possess a strong commitment to Cedar River Clinics mission and values.

Summary of requirements:

- Medical Assistant certification required.
- High school diploma or equivalent.
- General office experience preferred.
- Excellent communication skills.
- Familiarity with medical terminology preferred.
- Prior experience in a medical related field preferred, particularly in a Family Planning setting
- Basic medical database knowledge and Microsoft Suites preferred.
- Must be Pro Choice.
- Must be willing to travel to other clinic locations.

Feminist Women's Health Center/Cedar River Clinics is a social change organization that combines *direct services* (abortion and reproductive health care), with *activism* (to preserve the right to choose) and *community education* (to demystify health information and empower health decisions).

Vision: We have a vision of the world where we are all free to make our own decisions regarding our bodies, reproduction, and sexuality – creating communities where we can fulfill our own unique potential and live healthy whole lives with dignity.

Mission: Ensure access to reproductive and sexual health care through direct services, advocacy, and community education to defend bodily autonomy and advance social justice.

To learn more about:

- The clinic or the organization, see: www.CedarRiverClinics.org and www.FWHC.org