



JOB OPPORTUNITY

Position: Certified Medical Assistant
Job Type: Health Care Office
Schedule: Fulltime with Benefits (Must be available to work some Saturdays)
Primary Location: Renton, Washington
Salary: Hourly Position \$16-\$25 DOE starting
Req'd Travel: Yes, between Renton, Seattle, and Tacoma Clinics
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
263 Rainier Ave S #200, Renton, WA 98057
Fax: (425) 207-4942
E-mail: HRjobs@CedarRiverClinics.org

Cedar River Clinics is seeking a self-motivated and dependable Medical Assistant. This position will work closely with Clients and staff. Successful candidate will perform direct patient care in abortion and/or wellness services/LGTBQ clinics; assisting clients and/or physicians; must show the ability to react with appropriate level of urgency to situations and events that require quick response; efficiently solve difficult or complex problems that affect client and/or clinic care.

Summary of Major Responsibilities:

- Prepare sterile tray for use by Physician.
- Assist Physician during procedure with equipment, supplies; instruments, etc. as requested.
- Monitor and chart vital signs as needed.
- Perform ultrasound as needed.
- Complete proper charting of procedure and tissue exam.
- Administer routine and/or emergency medications per physician's direction, standing order, protocol and/or certification and licensure.
- Draw up and record non-controlled medications.

Summary of Skills:

- Ability to make judgment decisions within the scope of assigned tasks.
- Ability to make change and count money
- Ability to deal with public in a professional and courteous manner.

- Ability to handle multiple telephone lines.
- 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.
- Advocate for client during procedure by providing information, emotional and physical support; meeting her needs.

Summary of requirements:

- High school diploma or equivalent.
- Medical Assistant Certification preferred
- General office experience preferred.
- Excellent communication skills – Both written and oral.
- Demonstrated ability to be flexible
- Prior experience in a medical related field preferred.
- Knowledge of Microsoft Office required.
- Bilingual preferred but not required.
- Be detail oriented and able to perform repetitive tasks without error.
- Must be Pro Choice.

ABOUT THE CLINIC:

Cedar River Clinics is AAAHC accredited health care facility with locations in Renton, Seattle, and Tacoma. We provide abortion, birth control, STI/STD testing and treatment, other reproductive health care, and LGBTQ wellness services including transgender care.

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