



## JOB OPPORTUNITY

**Position:** Intake Receptionist  
**Job Type:** Health Care Office  
**Schedule:** Fulltime with Benefits (Must be available to work some Saturdays)  
**Primary Location:** Renton, Washington  
**Salary:** Hourly Position \$15-\$16 DOE  
**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](mailto:HRjobs@CedarRiverClinics.org)**

Cedar River Clinics is seeking a self motivated and dependable Intake Receptionist. This position will work closely with Clients and staff. Successful candidate will perform patient care supportive duties in an abortion and/or well woman/LGTBQ clinics; assisting clients and/or administrative staff; 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:**

- Assess and distribute appropriate paperwork based on appointment data.
- Collect payment for services, issue receipts, make date of service client refunds, and prepare deposits.
- Do routine balancing and reporting of money and clientele as instructed and according to office procedures.
- Monitor waiting room atmosphere and communicate and respond when necessary or to promote the clinic.
- Work with Clinic Coordinator and appropriate staff to schedule unusual 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.
- 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.

**Summary of requirements:**

- High school diploma or equivalent.
- 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 operated by the non-profit Feminist Women’s Health Center that provides abortion, birth control and women’s reproductive health care. Cedar River Clinics is the largest independent abortion provider in the State of Washington.

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](http://www.CedarRiverClinics.org) and [www.FWHC.org](http://www.FWHC.org)