



## JOB OPPORTUNITY

**Position:** Certified Medical Assistant  
**Job Type:** Health Care Office  
**Schedule:** Part Time (2-3 days) or Fulltime w/Benefits if Willing to Travel to Other Clinic Sites  
**Primary Location:** Seattle, Washington  
**Salary:** Minimum Starting \$26/hr DOE  
**Req'd Travel:** Maybe, between Renton, Seattle, and Tacoma  
**Vaccination:** Required/Mandated

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**  
**Cedar River Clinics**  
106 East E Street Yakima WA 98901  
Fax: (425) 207-4942  
E-mail: [HRjobs@CedarRiverClinics.org](mailto: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 Required
- 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](http://www.CedarRiverClinics.org) and [www.FWHC.org](http://www.FWHC.org)