



## **JOB OPPORTUNITY**

**Position: Administrative Assistant/Financial Specialist**

**Job Type: Administrative**

**Schedule: Full-Time w/Benefits – Must be available standard business hours 8am-5pm M-F**

**Location: Yakima, Washington**

**Salary: \$18-19/hour**

**Req'd Travel: No**

**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 Department

Cedar River Clinics

106 East E St.

Yakima, WA. 98901

Fax: (425) 207-4942

**E-mail: Indeed**

Cedar River Clinics, seeks a highly motivated pro-choice Administrative Assistant/Financial Specialist to work fulltime in our Financial Office in Yakima, WA.

Summary of Responsibilities:

- Complete financial conversations with clients about future appointments
- Answer any general financial questions clients of prospective clients might have
- Document verbal conversations, insurance information, and cash estimates in NextGen
- Task all insurances that need to be verified
- Lookup and verify Medicaid and any Medicaid associated plans
- Run reports to verify method of payment
- Ensure only currently active plans the client wishes to use are active on their account
- Perform multiple tasks as assigned by designated staff, which are organized and carried out with considerable independence within established guidelines and policies
- Communication to appropriate staff, problems, errors, questions, workload priorities, and pertinent information gathered while performing duties

- Administrative Assistant duties as assigned

#### Summary of Skills:

- Ability to make judgment decisions within the scope of assigned task
- Ability to communicate effectively and professionally – written and orally
- Ability to work independently, prioritize, quickly switch between tasks, and multitask
- Ability to take direction, follow instructions, and problem solve
- Knowledge of clerical duties – i.e., proper telephone etiquette, alphabetizing, filing, copying, etc.
- Maintain internal and external confidentiality
- Possess a strong commitment to Cedar River Clinics mission and values

#### Summary of requirements:

- High school diploma or equivalent
- Knowledge of basic medical, medical billing, and insurance terminology preferred but not required
- Advanced knowledge in Microsoft Office – Excel, Word, and Outlook
- Highly detail oriented and able to perform repetitive tasks without error
- Ability to perform the job duties of this position
- Ability to establish and maintain effective working relationships with patients, employees, agencies, and the public
- Familiarity with medical practice management database(s) preferred but not required
- Bi-lingual preferred but not required
- 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)