



JOB OPPORTUNITY

Position: Certified Medical Assistant
Job Type: Health Care
Schedule: Full-Time (30-40 hrs/wk)
Primary Location: Renton, WA
Salary: Starting \$25-28/hr DOE
Req'd Travel: Yes, between Renton and Tacoma when needed. Travel pay offered.
Vaccination Required: Yes

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 or FAX to:

Human Resources
Cedar River Clinics, Financial Office
Fax: (509) 575-0477
E-mail: HRjobs@CedarRiverClinics.org

Cedar River Clinics in Renton is seeking a self-motivated and dependable medical assistant for our AB and well person clinics. 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 their 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 patient and/or clinic care; and to communicate well with other team members and with our patients. 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 patient's health history.
- Evaluate and chart appropriate procedure for patient based on gestation and health background.
- Share information with patients regarding procedure, medication and aftercare, obtaining informed consent.
- Pre-medicate patient per physician's direction, standing order, protocol, and/or certification and licensure.
- Relay pertinent information to Coordinator regarding status of patient.
- Offer referrals to patient 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 patient regarding post abortion care.
- Assess patient's ability to leave clinic and be discharged.
- Answer routine incoming calls, make and record patient appointments, direct patients 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:

- Certified 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.

ABOUT THE CLINIC:

Cedar River Clinics is AAAHC accredited health care facility with locations in Renton, Tacoma, and Yakima. 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 non-profit social change organization that combines direct services (abortion and reproductive health care), with advocacy (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