



## JOB OPPORTUNITY

**Position:** Intake Receptionist  
**Schedule:** Full-Time w/Benefits  
**Location:** Renton, Washington  
**Salary:** \$21.75-22.50/hr DOE  
**Req'd Travel:** Yes – Travel to Tacoma Clinic  
**Relocation Covered:** No  
**COVID Vaccinated:** Required

Cedar River Clinics is seeking a self motivated and dependable Intake Receptionist. This position will work closely with patients and staff. Successful candidate will perform patient and administrative supportive duties in abortion and/or wellness services/LGTBQ clinics; assisting patients 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 impact patient and/or clinic care.

### QUALIFICATIONS:

- High school diploma or equivalent.
- General office experience preferred.
- Excellent communication skills – Both written and oral.
- Ability to make change and count money.
- 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.

### SKILLS:

- Ability to make judgment decisions within the scope of assigned tasks.
- 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 feminist healthcare and reproductive and LGBTQ rights

### TO APPLY:

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, three professional references, and two writing samples (fundraising appeal letter and a sample of newsletter article, speech, or press release) 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)**

**ABOUT THE CLINIC:**

Cedar River Clinics is AAAHC accredited health care facility with locations in Renton, Seattle, Tacoma, and Yakima. We provide abortion, birth control, STI/STD testing and treatment, other reproductive health care, and LGBTQ wellness services including gender affirming 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 organization, visit [www.CedarRiverClinics.org](http://www.CedarRiverClinics.org) and social media:

