



JOB ANNOUNCEMENT

LAB COORDINATOR

The Lab Coordinator is a Certified Medical Assistant or Licensed Practical Nurse who works closely with the Clinical Director and Operations Coordinator to support the smooth clinical functioning of the Lab and other clinic operations on a day to day basis. These include a variety of functions related to clinical assistant training, supervision and support, lab oversight and compliance, and provider support as needed. The Lab Coordinator will provide clinical support during our abortion clinic.

Hours: 40 per week | Compensation: \$17.00-\$18.00 DOE | Supervisor: Cindy Bonney, Clinical Director

WHY WOMEN'S HEALTH?

- ✓ **We make a real impact** for those we serve. As the first abortion provider to open in Colorado, we remain innovative and locally focused, honoring the legacy of our founders. We aim to create access for those who need it the most by breaking down barriers that exist in our community.
- ✓ **We support each other.** The culture at Women's Health is built around trust, collaboration, and respect. Diverse backgrounds, experiences and viewpoints are celebrated and valued here. Our approximately 40 staff members are driven by their personal passion for our cause, and come together to build strong, effective programs.
- ✓ **Our benefits package** for full-time employees includes eight paid holidays, paid time off (vacation + sick), medical coverage, long-term disability, a 403b retirement plan, and an Eco-Pass.

The Mission of Boulder Valley Women's Health Center is to provide accessible, confidential and comprehensive gynecological and reproductive healthcare, including sexual health services and education. We envision a healthy community of people empowered to make informed choices about their sexual health and well-being.

PRIMARY RESPONSIBILITIES:

Lab: Maintain high quality, smooth functioning laboratories in both Boulder and Longmont including:

- Process all lab requisitions from specimen collection through to receipt of results and appropriate charting and follow up, and oversee a Longmont staff member in doing the same.
- Perform lab tests as needed during clinic flow.
- Coordinate maintenance and repair of equipment.
- Assist with CLIA compliance and certification at both the Boulder and Longmont clinics.
- Perform audits of lab operations for quarterly QAI meetings.
- Investigate and correct lab issues and participate in quality improvement processes to refine laboratory functioning.

Clinic Assistant training and support: The Lab Coordinator, in collaboration with the Operations Coordinators, will provide training, support, supervision and act as a resource for Clinic Assistants. This includes clinical training in assisting providers, lab responsibilities, and proper documentation in the EPM/EMR. It also includes training staff in lab procedures, including blood draws and IM injections.

- The Lab Coordinator may need to substitute as a CA or MA during clinic hours to facilitate smooth clinic flow, providing either front or back office support, as requested by the Operational Coordinator or other supervisor.
- The Lab Coordinator may be asked to assist with first trimester abortion procedures.
- The Lab Coordinator will attend the monthly Supervisor's Meeting.

Inventory: Complete a monthly inventory of lab and other exam room and clinical supplies for Boulder clinic. Coordinate with the Business Assistant to insure an adequate stock of lab and other supplies are always available. Together with the Business Assistant oversee the inventory process for both Longmont and Boulder clinics. Manage requests for new supplies and equipment.

Infection Control and OSHA: Attend a yearly OSHA training and provide staff training in collaboration with the Clinical Director. Make recommendations to improve or maintain a safe work environment in compliance with OSHA. Provide clinic staff with annual TB screening and referrals for Hepatitis B vaccination and keep appropriate documentation. Arrange for and maintain staff CPR certification. Assist with worker's compensation claims.

QUALIFIED APPLICANTS WILL DEMONSTRATE:

- Strong commitment to reproductive freedom, and an ability to demonstrate knowledge and passion for the mission of Women's Health
- Strong work ethic and a proactive, self-directed work style
- Knowledge of routine laboratory procedures
- Knowledge of NextGen EPM/EMR is strongly preferred
- Previous experience with patient care as a clinical or medical assistant
- Certified Medical Assistant or Licensed CNA required
- High school diploma or equivalent required
- Basic knowledge of reproductive health care of men and women
- Basic computer knowledge
- Must be able to prioritize
- Excellent communication skills

Physical Demands: Requires sitting and standing associated with a normal office environment, with some bending and twisting. Must be able to lift 20 pounds. Manual dexterity needed for venipuncture, use of lab equipment, use of calculator and computer keyboard.

Women's Health values diversity and is committed to hiring individuals from various backgrounds. As an Equal Opportunity Employer, we do not discriminate based on race, color, religion, gender identity, gender expression, sexual identity, national origin, age, or ability.

TO APPLY:

- Email your resume and a cover letter, specifically addressing the position responsibilities and your associated qualifications, to:
 - Cindy Bonney, Clinical Director, cindy@bvwhc.org and Grace Wanebo, HR Coordinator, grace@bvwhc.org.
 - **Applications without cover letters will not be considered.**
- Position will remain open until filled.
- No phone calls, please.
- Employment at Women's Health is contingent upon candidate passing background check.