



JOB ANNOUNCEMENT

CLINIC ASSISTANT

Responsible for carrying out a variety of clinical duties essential to daily clinic operation.

Hours: full-time | **Compensation:** \$15.50-16.50 | | **Start Date:** ASAP

PRIMARY RESPONSIBILITIES:

CUSTOMER SERVICE/MEDICAL ASSISTING

- Assists clinicians in patient education, history, care, and set-up of exam rooms.
- Performs on-site lab tests including weight, vital signs and pregnancy tests.
- Provide health care information to patient in the areas of abortion, gynecology, sexual health and family planning.
- Promote positive communication with patients, clinicians and peers.
- Administrative tasks including prior-authorizations, answering phones and scheduling appointments
- Assists other teams when needed to ensure other Clinic Assistant coverage, including working on another site

QUALIFIED APPLICANTS WILL DEMONSTRATE:

- Strong commitment to reproductive freedom, and an ability to demonstrate knowledge and passion for social justice.
- Strong work ethic and a proactive, self-directed work style.
- Solid technology and computer skills.
- Knowledge on how to perform vital signs.

PREFERRED CANDIDATES WILL:

- Have at least one-year experience working in a reproductive and sexual healthcare setting.
- Have experience working with transgender and gender nonbinary patients.
- Demonstrate an understanding of Nextgen EPM/EMR system.
- Be fluent in English and Spanish. 4% pay differential for bilingual applicants.
- Have a current Medical Assistant certification

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



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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 part-time employees includes paid holidays, paid time off (vacation + sick), medical coverage, 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.

To apply: Please submit resume and letter of interest *electronically* (.pdf or Word) to **Grace Wanebo, HR Coordinator, grace@bvwhc.org**.

Applications without both a letter of interest or resume will not be considered—NO phone calls.