

CERTIFIED MEDICAL ASSISTANT

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

Hours: Full time (40 hours per week)

Compensation: \$18.00 - \$20.00 per hour | | **Start Date:** ASAP

PRIMARY RESPONSIBILITIES:

- Assists clinicians in patient education, history and care.
- Stocks exam rooms, sterilizes instruments, sets up for procedures.
- Performs on-site lab tests including urine analysis, vital signs, pregnancy tests, venipunctures, etc.
- Assists in telehealth appointments
- 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.
- Assists with administrative tasks including scheduling appointments and prior authorizations.

REQUIRED QUALIFICATIONS:

- Current Medical Assistant certification.
- 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 QUALIFICATIONS:

- At least one-year experience working in a reproductive and sexual healthcare setting.
- Experience working with transgender and gender nonbinary patients.
- EMR experience (NextGen a plus) an understanding of Nextgen EPM/EMR system.
- Bilingual in English and Spanish. 4% pay differential for bilingual applicants.

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 staff members are driven by their personal passion for our cause, and come together to build strong, effective programs.
- ✓ **Our benefits include:** eight paid holidays (including Presidents' Day and the day after Thanksgiving); Paid time off (PTO) up to 120 hours per year; Health, Dental & Vision Insurance; Accident Insurance; Life Insurance; Short-Term Disability Insurance; Employee Assistance Plan; 403(b) Retirement Plan.

The Mission of Boulder Valley Women's Health Center is to offer accessible, evidence-based and compassionate health care, including abortion, family planning, gynecology, gender-affirming services, community education and sexual health support.

TO APPLY:

Please submit resume and letter of interest (PDF or Word) to **Grace Wanebo** at grace@bvwhc.org.

**Applications without both a letter of interest and resume will not be considered.
No phone calls, please.**