

MEDICAL ASSISTANT

Since our founding in 1973, Boulder Valley Women's Health Center has been a leader in reproductive and sexual health care in the community. Our mission is to offer accessible, confidential, evidence-based and compassionate health care, including abortion, family planning, gynecology, gender-affirming services, community education and sexual health support.

The Medical Assistant performs a variety of medical and clinic support functions in a sexual health setting, including assisting clinicians in patient education, preparing patients and rooms for examination, maintaining patient charts and performing on-site lab tests.

Hours: Full-time (36-40 hours per week)

Start Date: ASAP

Supervisor: Lab Coordinator

Compensation: \$18.00 - \$21.00 per hour

PRIMARY RESPONSIBILITIES:

- Rooms patients, collects vitals and obtains patient medical history.
- Maintains confidential, accurate patient charts in electronic health record.
- Stocks exam rooms, sterilizes instruments, sets up for procedures.
- Performs on-site lab tests including urine analysis, pregnancy tests and venipunctures.
- May assist providers in exams and direct patient care procedures, including abortion services.
- Assists in telehealth appointments
- Provides health care information to patients in the areas of abortion, gynecology, sexual health and family planning.
- Promotes positive communication with patients, clinicians and peers.
- Assists with administrative tasks including scheduling appointments and prior authorizations.

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent
- 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:

- Medical Assistant Certification preferred.
- At least one year of clinical experience; reproductive and sexual healthcare experience a plus.
- Experience working with transgender and gender nonbinary patients.
- Familiarity with Electronic Medical Records (NextGen preferred)
- Bilingual in English and Spanish. 4% pay differential for bilingual applicants.

ADDITIONAL INFORMATION

- Requires full range of body motion including the ability to bend, squat, stoop and kneel, support the weight of a patient as necessary and stand for long periods of time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Employment at BVWHC is contingent upon satisfactory references, eligibility to work in the United States and completion of a background check.

WHY WOMEN'S HEALTH?

- ✓ **We make a real impact.** 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 benefits include:** eight paid holidays (including Presidents' Day and the day after Thanksgiving); 3 weeks PTO; health, dental and vision insurance; life insurance; short-term disability insurance; employee assistance plan; 403(b) retirement plan.

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:

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.