Job Description: Medical Assistant

Classification: Per Diem
Reports to: Lead Nurse Midwife
Salary: $20-24 per hour
Start Date: Summer 2021

About Rainier Valley Midwives:
Rainier Valley Midwives (RVM) is a 501(c)(3) nonprofit midwifery clinic located in South Seattle. Our mission is to improve maternal and child health outcomes among those living in the Rainier Valley, particularly among BIPOC communities. We provide prenatal care and pregnancy support to those who are pregnant, those who want to get pregnant, and those who have just had their baby. We also provide well-being and family planning services.

We take a collaborative and comprehensive approach to providing individualized wrap-around care to clients. This means our care teams include midwives, doulas, doctors, mental health counselors, and lactation specialists. We help clients engage in their care and have the birth of their choice, whether it be at home, in a birth center, or in a hospital. Many of our grant funded programs provide clients with free birth and postpartum doulas, and lactation support, regardless of ability to pay.

Medical Assistant
We are currently seeking per diem medical assistants to assist our midwives with clinical duties 1-6 days per week with options for late afternoon, evening, and weekend hours in addition to traditional work-day hours. This is an essential role that will directly support our providers with basic clerical and technical services within a defined scope of practice under the direction of a licensed Advanced Registered Nurse Practitioner. This multi-skilled employee partners with providers and clinic staff to provide ongoing support services to maximize efficiency while ensuring optimal patient/family experience. Functions as a patient care team member assisting licensed staff in the performance and provision of safe, service-oriented and efficient patient care.

This is a per diem role located at our clinic in South Seattle.

Primary Responsibilities
This job description documents the general nature and level of work, but is not intended to be a comprehensive list:

- Greet and room patients in the clinic setting; coordinate patient flow.
- Obtain vital signs and gather pertinent patient information.

- Effectively use and update electronic healthcare records to document all findings in a precise, clear manner.
- Responsible for following established standards and practices.
- Perform common clinic screening tests including blood draws
- Schedule lab tests, inform patients of lab results, call in prescriptions to pharmacies.
- Return practitioners' phone messages as directed.
- Schedule appointments, procedures, tests and referrals.
- Participate in daily operations under the direction of supervisor and/or midwives.
- Demonstrate excellence in customer service during interactions with all patients.
- Demonstrate positive attitude when working with colleagues, staff, and volunteers.
- Additional tasks as needed.

Requirements

- Graduate of an accredited medical assisting program.
- Valid State of Washington Medical Assistant Certification or Registration.
- Basic Life Support (BLS) certification.
- Demonstrates competence in basic clinical skills and medical terminology.
- Prior experience providing a high level of customer service in a fast-paced environment.
- Minimum 1-2 years of medical assisting in a clinic setting.
- Experience serving diverse clients from different communities, backgrounds, races, and religions.
- Detail oriented and organized.
- Experienced and comfortable using electronic health record systems and ability to perform basic data entry into the patient's electronic health records.
- Excellent communication, both verbal and writing skills.
- A strong commitment to integrity, professionalism and customer service.
- Effective time management skills.
- Ability to work collaboratively in a team environment.

Salary and Benefits

The starting salary/rate for this position is $20-$24 per hour, depending on experience.

To Apply

Email your resume and cover letter to info@myrvcc.org.

Equal Employment Opportunity Statement

Rainier Valley Midwives is an affirming, positive, diverse work environment. Rainier Valley Midwives provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.