



### **Clinic Assistant Job Description:**

The Clinic Assistant is often the patient's first contact with our clinic staff and sets the tone for the appointment. The Clinic Assistant plays a primary role in offering options education to women facing an unintended pregnancy. This is a "full time" (24-hours a week) position (with benefits) serving Monday – Thursday at Clear Choice Clinic. The Clinic Assistant works under the direction of the Nurse Manager.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned based on the ongoing needs of the organization.

- As part of the nursing care team, meets directly with patients to provide pregnancy options education and community referrals.
- Assists nursing staff in laboratory to offer support in processing patient lab work, including labeling and preparing samples to be sent to lab.
- Works closely with nursing staff to facilitate patient flow and turnover of exam rooms. Is comfortable interacting with patients from all walks of life.
- Travels with the mobile medical unit twice per month to provide medical care in remote locations of Montana.
- Presents a friendly, professional, and organized atmosphere in the reception area.
- May answer and route incoming calls, including difficult abortion calls.
- Makes patient appointments and completes data entry of medical charts using computer database. Must be detail oriented, thorough, and self-motivated.
- Assists nursing staff, Executive Assistant, Executive Director with special projects as time permits.

**Please Submit Cover Letter and Resume to:**  
[jobs@hopepregmin.org](mailto:jobs@hopepregmin.org)