

## Clinical Assistant

**Purpose:** To support the Patient Services team in providing the very best care to ZoeCare's patients.

**Description:** The Clinical Assistant assists the Belgrade Patient Services staff in checking patients in, assisting with patient advocacy, and supporting medical staff with necessary lab work, cleaning, and inventory.

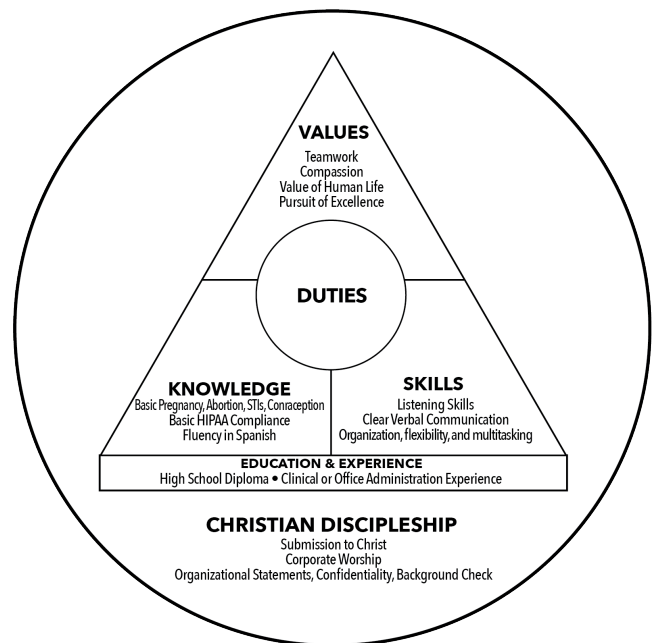
**Reports To:** Nurse (Belgrade)

**Weekly Hours:** 20

**Strategic Importance:** The Clinical Assistant's position helps ensure ZoeCare's patient appointments rise to the level of excellence and that patients receive the life-affirming support they need.

**Christian Discipleship:** These core characteristics are required for all employees and volunteers.

- Submit to Christ's leadership and guidance.
- Participate in corporate worship at a local Christian church.
- Agree with ZoeCare's *Organizational Statements*, adhere to and sign the ZoeCare confidentiality statement, and document completion of a Montana criminal background check.



### CORE COMPETENCIES: Clinical Assistant

#### Duties:

- Assist Nurse and Nurse Practitioner with patient lab work, including keeping and updating logs, filling out requisitions, cleaning rooms between appointments, assisting with inventory, and ordering supplies as needed.
- Function as a Patient Advocate as needed to offer emotional and spiritual support to pregnancy patients. Build trust with patients, speak the truth in love, and offer prayer and spiritual guidance as necessary.
- Assist Office Manager with reception, including answering phones, submitting appointment requests, uploading documents, and checking in patients.
- Other duties as assigned.

#### Knowledge:

- Basic pregnancy, abortion, STI, and contraception knowledge.
- Basic understanding of HIPAA compliance.
- Fluency in Spanish.

**Skills:**

- Good listening skills.
- Clear verbal communication.
- Organization, flexibility, and multitasking.

**Values:**

- Teamwork.
- Compassion for those in need.
- Passion for the value of human life.
- Pursuit of excellence.

**Education & Experience:**

- High school diploma.
- Clinical or office administration experience.