



3700 Galley Rd. Colorado Springs, CO 80909 [www.elifenetwork.com](http://www.elifenetwork.com)

*Life Network exists to cultivate a community that values life through the love of Christ*

## **MEDICAL ASSISTANT**

This position provides support and care to the Colorado Springs Pregnancy Center (CSPC) patients and maintains professional standards of care. We seek a professional who is compassionate and able to multi-task in a fast-paced environment.

The Medical Assistant assumes a supportive role and has responsibility and accountability for facilitating, communicating, and collaborating with the healthcare team, the patient, and the patient's family as indicated. This role will perform a variety of clinical tasks as directed by an authorized healthcare provider, as well as assist with front desk duties and scheduling of patient appointments.

## **RESPONSIBILITIES**

- Prepare pre-visit planning and post-visit follow-ups
- Take and record vital signs
- Prepare patient for examination
- Assist with physical exam as necessary
- Collect and prepare laboratory specimens
- Perform basic laboratory tests, to include venipuncture procedure; thus, having phlebotomy skills is a must.
- Perform STI appointments - labs, education, treatment (ability to administer IM medication) and follow-up with patients
- Maintain accurate patient records and update medical history
- Maintain exam room set up, clean, and supplies restocked
- Maintain and promote clinic cleanliness and safety as stated in the Policies and Procedures
- Telephone prescriptions per protocol of existing treatment plans
- Participate in staff development events and volunteer in-services
- Participation by all staff is required at Life Network's major events
- Additional duties as assigned

## **EXPERIENCE**

- Minimum 2 years' experience in clinical setting
- Transcript of completion of medical assistant specialty training at a certified or accredited trade/ technical school
- Phlebotomy trained
- Spanish speaking a plus

## **QUALIFICATIONS**

- Strong advocate for sanctity of life issues
- Possesses Christian testimony with evidence of Christian maturity in personal and professional life
- Active commitment in a local church
- A passion for the ministry accomplished through Life Network and a heart for reaching the lost of our community/world with the Gospel
- Demonstrates qualities of initiative, teamwork, and goal orientated
- Demonstrates outstanding administrative and organizational skills

- Ability to prioritize tasks with strong attention to detail
- Exceptional interpersonal and communication skills, both oral and written, with a high degree of professionalism and maturity
- Teachable spirit and functions well in a team environment
- Computer skills in Microsoft Office applications and internet savvy
- Aptitude to learn software programs and systems
- Flexible in unanticipated and unusual situations

## CLASSIFICATION

Part-time at 24 hours per week. Pay range: \$17 to \$20.50 an hour. Schedule: Three 8-hour days per week, **Wednesdays are required**. Position will work out of all 4 Pregnancy Center Locations. Reports to the Nurse Practitioner.

## BENEFITS

- Paid time off for vacation, sick leave, and holidays
- Retirement plan with employer match
- Annual bonus opportunity

*Life Network shall comply with appropriate federal and state laws and regulations prohibiting discrimination on grounds of race, color, gender, national origin, age, disability, or any other legally protected characteristic.*

Because of the nature of our ministry, and as our ministry is to a non-believing world, all Life Network employees are to maintain a standard of conduct compatible with the principles outlined for us in the Bible, and which our Lord Jesus Christ patterned for us while He was here on earth. Prior to completing this application, we require that you read through our foundational statements. By submitting this application, you agree that you have read and understood these values and beliefs and are in full agreement.

Life Network is a non-profit Christian Ministry with a mission to cultivate a community that values life through the love of Christ. We achieve this by:

- Presenting the Gospel of Jesus Christ
- Providing life-affirming alternatives to abortion
- Promoting sexual integrity and healthy decisions
- Empowering parents to be healthy and hopeful
- Giving hope and healing to post-abortive
- Engaging the community to advance life

Our Statement of Faith:

- We believe the Bible to be the inspired, the inerrant, the infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Christ.

## Attestation by candidate:

To achieve coherence and unity within the ministry; to assure that the work of the ministry is conducted in a manner worthy of the calling to which Life Network has been called; to maintain fidelity to the announced purposes of the organization, even as described in its articles of incorporation; to advance these compelling interests of the organization; and to foster a loving, supportive and redemptive work environment within the ministry, Life Network subscribes to these principles and requires that each staff of the organization enthusiastically embrace the Mission Statement, Statement of Faith and core beliefs as part of the employment or intern process to affirm such principles in their lives, both in and out of the workplace.

I certify that I have read and understand the applicant instructions included with this application and that the answers given by me to the foregoing questions and statements made by me are complete and true to the best of

my knowledge and belief. I authorize Life Network and its agents to verify any information related to my application or resume. I also authorize individuals, employers, and law enforcement agencies to freely release any information concerning my background, and hereby release any and all of them from any liability for doing so. I understand that any false information, omissions, or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during my employment.

I understand that this application form is intended for use in evaluating my qualifications for employment and that this application is not an offer of employment. I further understand that if hired, my employment will be considered "at-will" and that my employment may be terminated for any reason, with or without cause or notice, at any time by me or Life Network and that this application is not intended to constitute a contract of continued employment.