

Clinical/Medical Assistant

Who we are: Mabel Wadsworth Center is the only not-for-profit, private, independent, community-based feminist health center in Maine. We believe in health care that is based on empowerment and putting individuals in charge of their own healthcare. We provide unrestricted access to all of our clinical services, including abortion care, gender affirming care, sexual and reproductive health, and primary care.

What we're looking for: Mabel Wadsworth Center seeks a **clinical or medical assistant**. This position works with our team of health care providers and front desk staff to ensure smooth flow of patients through the clinic, while maintaining patient safety and comfort in the healthcare environment.

Primary role and responsibilities include, but are not limited to:

- collecting vital signs, urine and blood specimens, and pertinent, problem focused histories
- educating patients regarding abortion care, prenatal care, and sexual and reproductive health
- administration of in-office treatments (including injections, nebulized medication)
- performing point of care testing (including urine tests, electrocardiogram, rapid strep/flu/COVID testing)
- interacting with patients via telephone or email (through patient portal) regarding lab and imaging results or general clinical questions
- maintenance and management of clinic inventory and equipment

The ideal candidate will support reproductive justice for all, with particular support for the LGBTQ+ population. Experience in a healthcare setting, attention to detail, verbal and interpersonal communication skills, and organizational skills are preferred. Familiarity with medical assistant role or medical assistant training preferred, but we will train the ideal candidate. High school diploma or equivalent required. IV certification and/or phlebotomy experience preferred.

Work Structure and Environment: This is a 32 to 40 hours/week position, based in our Bangor office. The hours are typically 8:00 AM to 5:00 PM, Monday through Friday with one hour break for lunch. Employee's schedule to be approved by supervisor.

This position offers a dynamic, team-based opportunity for folks who have passion for the center's values and supporting our patients. We take pride in our reputation for excellent patient care and are passionate about creating a safe and inclusive space.

This position requires English language fluency (written and oral), but fluency in other languages is welcomed. Position additionally requires significant periods of standing, walking, sitting, and lifting >10 lbs regularly. Frequent use of regular office equipment, including

computers, phones, fax machines, and printers is required. Contact with body fluids occurs, and employees are expected to follow universal precautions and blood borne pathogen protocols.

We offer: The hourly wage is **\$17.00-\$20.00/hour** and negotiable based on experience and qualifications. Benefits include:

- 15 paid holidays per year
- two weeks' paid vacation during the first year (increased thereafter)
- one week paid sick leave
- health insurance (100% covered by employer)
- 401K
- optional employee-funded dental, disability, and life insurance policies

Our process and timeline: Applications will be accepted until the position is filled

- Application review: will occur on a rolling basis until the position is filled.
- First interviews: to be determined, held via video conference or in person; approximately 45 minutes to 1 hour in length.
 - References will be requested and contacted prior to second interview
- Second interviews: to be determined, located in our office in Bangor; approximately 1 hour in length.
- Anticipated start date: March 2026

Equal Opportunity Employer: Mabel Wadsworth Center strives to create a safe, open, welcoming environment for our patients and our staff. We actively attempt to dismantle the systemic inequalities that the most oppressed groups face in our society. These groups include Black people, Indigenous people, people of color, low-income people, women, LGBTQ+ people, gender non-conforming, non-binary individuals, people with disabilities, formerly imprisoned people, and people living at the intersections of these identities. We are committed to a workplace where everyone is treated with respect and as a valued member of our team. We actively encourage members of these communities to apply.

How to Apply:

Please submit a brief cover letter describing your interest and why you want to work for us and resume/CV to info@mabelwadsworth.org.