



## Medical Office Clerk

Mission Statement	Women's Resource Medical Center of Southern Nevada exists to save the lives of unborn children by sharing the love of Jesus Christ through spiritual, physical, emotional and educational support of our clients.
Objective	The Medical office clerk's responsibility is to assist the Medical Assistant with clinical duties.
Key Responsibilities	<ul style="list-style-type: none"> <li>• Update and maintain client records</li> <li>• Record patient information such as vital signs, weight and changes in medical history prior to each appointment</li> <li>• Clean and prepare examination rooms prior to patient appointments</li> <li>• Assist the Medical Assistant maintaining the medical inventory</li> <li>• Assist Medical Staff PRN for additional task</li> </ul>
Personal Development	<ul style="list-style-type: none"> <li>• Continued personal education of God's Word</li> <li>• Development of a "team-mindset" to contribute to the network of appointments and relationship of WRMCSN with clients</li> <li>• Compassion for and commitment to providing abortion alternatives to women facing an unplanned pregnancy and their babies</li> </ul>
Skills and Qualifications	<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• Personal, professional and public integrity</li> <li>• Detail -oriented</li> <li>• Follow leadership directives well</li> <li>• Work well as part of a team</li> <li>• Good time management and organizational skills</li> <li>• Ministry experience and/or community involvement (a plus)</li> </ul>
Prerequisites and Requirements  Prerequisites and Requirements (cont)	<ul style="list-style-type: none"> <li>• Completion of WRMCSN application / forms / releases</li> <li>• Complete WRMCSN orientation interview</li> <li>• In agreement with WRMCSN statements: Mission/Faith/Vision/Commitment/Principal/Care</li> <li>• Membership/Fellowship in a local church that upholds the same Statement of Faith as WRMCSN</li> <li>• Adherence to all applicable policy and procedures of WRMCSN</li> </ul>
Time Commitment	<ul style="list-style-type: none"> <li>• Minimum of 8 hours per month as Medical Office Clerk</li> <li>• 3, 6 or 12 month commitments</li> </ul>



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I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability and that I will receive support and appreciation from WRMCSN staff.

\_\_\_\_\_  
Volunteer name (Please print)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WRMCSN Staff Partner (Please print)

\_\_\_\_\_  
WRMCSN Staff Partner Signature

\_\_\_\_\_  
Date