



JOB POSTING #2025-038

Internal / External Posting

Union: CUPE F

Posting Date: June 19, 2025

Posting Closed: July 11, 2025

Salary Range: \$20.017 to \$23.204 hour

Opportunity: Medical Assistant – Abortion Program

Site/Base Location: Women's Health Clinic Portage

Hours: 0.50 FTE / 20 hours per week

INDEFINITE TERM – which may expire with one (1) weeks notice.

Shifts Required: Wednesday and Thursday 7am to 5pm (10-hour shifts)

WHC promotes personal agency and believes that all people should be empowered to take care of their mental, emotional, sexual, physical and spiritual health and wellbeing. We offer sexual, reproductive, and mental health care and support for people of all genders. Our organizational values guide our work through an anti-racist, anti-oppressive, intersectional, feminist, harm reduction lens.

Position Summary:

To provide day to day support functions to enhance the effectiveness of WHC programs.

Requirements:

The ideal candidate is a self-motivated, organized and detail-oriented individual. The successful candidate will possess excellent analytical, verbal and written communication skills and be able to work to strict deadlines while contributing to a professional working environment.

Candidates must have:

- Completion of High School Diploma or equivalent

Assets:

- Experience as a Receptionist and/or Medical Assistant
- Experience working in an intake role
- Experience in customer service, community host
- Special education/training in community related issues
- Proficiency in both official languages or other language
- Experience using Accuro EMR
- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Commitment to anti-oppressive and anti-racist work practices

INTERNAL APPLICATION PROCESS:

- Required - Reference Job Posting #2025-038 in email subject line.
- Please submit your cover letter and resume to WHCHR@womenshealthclinic.org to apply

To see the position description, please go to our website.

WHC is committed to the development of a staff team that reflects the diversity of the communities we serve. We strongly encourage persons who reflect the diversity of our clients to apply. We welcome and encourage applications from all women*, racialized and Indigenous people, people with disabilities, and members of the 2SLGBTQ* community. We invite applicants who can contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork.

We thank all applicants for their interest; however, we will only contact candidates we wish to interview.

**We use an inclusive definition of "women" and welcome Two-Spirit, genderqueer, trans and non-binary people to Women's Health Clinic. For more information on our programs and who we serve, <https://womenshealthclinic.org/>*