



*Step 3:*

# *Inclusive Language in Job Descriptions*

*Deborah Stallings*

MA, SHRM-SCP  
CEO & Chief HR Officer  
HR Anew



410-381-5220  
CEO@hrانew  
10015 Old Columbia Road, Suite B-215  
Columbia, MD 21046  
hrانew.com

## Inclusive Language in Job Descriptions

By Deborah Stallings, MS, SHRM-SCP

### Introducing CaringBridge Medical Group

In a town where community and compassion intertwine, CaringBridge Medical Group (CaringBridge) emerges under the guidance of Dr. Emma. This haven of health, bridges traditional care with innovative approaches, championing empathy, innovation, and inclusivity at every turn.

### The Heartbeat of CaringBridge:

#### The Medical Assistant

At the core of CaringBridge lies the role of the **Medical Assistant**, a pivotal figure supporting both dedicated healthcare professionals and valued patients.

This key position, essential to the group's mission, embodies the spirit of comprehensive care, symbolizing the group's commitment to health and well-being.



#### A Family of Professionals

Within the nurturing walls of CaringBridge, the **Medical Assistant** joins a family, reporting to the Clinical Manager and embracing a full-time role onsite.

This dynamic work setting, reflects the group's dedication to creating a supportive and engaging healthcare environment.



#### A Day In Your Shoes

Step into the shoes of the **Medical Assistant**, where each day unfolds with patient care and administrative support woven with **compassion** and **organizational skill**. This narrative highlights the importance of empathy and dedication in the healthcare field.



#### Growth At Every Step

CaringBridge **encourages** the **Medical Assistant** to grow through continuous learning and teamwork. Embracing modern medical technologies, the role is also designed to inspire **personal** and **professional development** within a supportive community.

**YOU ARE CAPABLE**



#### Harmony in Health and Work

CaringBridge is designed to **prioritize** the well-being of **its team** as much as its patients. The active, supportive work environment ensures that each team member thrives in health and harmony.

### Beyond the Walls:

#### Community Connection

CaringBridge's commitment extends into the community, with the Medical Assistant playing a crucial role in health initiatives. This story imagines a role where bilingual skills enhance patient communication, reflecting the group's inclusive spirit.



## *Inclusive Language in Job Description*

By Deborah Stallings, MS, SHRM-SCP

### Join the Journey at CaringBridge

We invite you to envision a role within **CaringBridge Medical Group**, a place of diversity, innovation, and growth. This calls for candidates to imagine being part of a team where every voice matters and every role contributes to a larger mission.

Visit our store at [hranew.com](https://hranew.com) or click the link on the caption to access our **Medical Assistant Position Description**, **Job Announcement**, and other templates.

#### HR Anew Can Assist:

For small business CEOs and leaders, time is invaluable. HR Anew offers our expertise and assistance, saving you time and resources with our hourly or flat-rate services. We collaborate with you and your team to create or refine your job descriptions to ensure they accurately reflect the heart and soul of your organization, the work to be performed, and essential elements to ensure clarity for job seekers and your team.

#### Disclaimer:

CaringBridge Medical Group is a fictional entity created for this story. Any resemblance to actual companies or entities is coincidental and unintended. This story is crafted for illustrative purposes to explore the components of a job description in a healthcare setting.

Do you need help to align your recruitment with your company's core mission and culture? Are you dreaming of a team that shares your vision and propels your business forward?

Discover **The AHIRE Method™** – your 20-step blueprint to transforming hiring practices. Visit our ElevateShop at <https://hranew.com/elevateshop> now for exclusive access to tools and resources to transform how you attract, hire, inspire, retain, empower, and develop top talent. Elevate your team today with HR Anew, a nationally certified woman-owned small business (WOSB).

