



*Step 3:*

# *Inclusive Language in Job Descriptions*

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## 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.



