



Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. 1 Peter 4:10

Job Description

King County Mobile Clinic Coordinator

Objectives of the Position: The Mobile Clinic Coordinator is responsible for overseeing client services, operations, and management of the mobile unit. The Coordinator is responsible for the recruitment, training, scheduling, and management of non-medical volunteers (advocates and drivers) of the mobile unit. Helps with staffing, schedules, and maintenance/repair for the mobile unit. This individual will also connect with area churches, schools, and community service agencies promoting program services at Care Net and keeping current the mobile's referral network. This Coordinator furthers Care Net of Puget Sound's religious mission by ensuring that all volunteers serving on the mobile are Christians believing in Christ alone for their salvation and are trained and proficient in evangelism and ensure the operations, atmosphere, and rapport of volunteer staff with clients and others follow Biblical standards.

Reports To: Vice President of Operations

FLSA (Fair Labor Standards Act) Status and Job Classification: Part-time non-exempt 20 hrs. per week.

Data Classification: IV - accesses PHI (Protected Health Information) and ePHI

Work Locations: Remote and Mobile Unit (King County)

Supervision: Non-medical volunteers serving on the mobile unit.

Pay Range: \$20.00 to \$23.00 per hour

The above pay range is a guideline. For candidates who meet the qualifications of the job, Care Net of Puget Sound's compensation philosophy is to target the 30th - 50th percentile of the range. Multiple factors are taken into consideration to arrive at the final pay rate to be offered. Factors include (but are not limited to) the scope and responsibilities of the role, the selected candidate's work experience, education, and training as well as internal equity, market, and other business considerations.

Qualifications and Requirements:

This position requires:

- A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and is active in a local church.
- Exhibit strong commitment and dedication to the biblical teachings of the sanctity of life and marriage.
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and other Care Net of Puget Sound statements and policies related to core ministry principles.
- Expresses as sincere desire to reach out to abortion vulnerable and abortion minded women.
- Would never refer or advise a woman to have an abortion (When a situation rises where a woman's life is at risk, the clinic advocates taking measures to preserve her life, hoping that the woman and her child can both be saved.)
- Ability to respect confidentiality.
- Excellent communication and people skills
- Computer skills and knowledge of word processing and spreadsheet programs, database programs.
- Trained in Care Net volunteer work, and an understanding of the Care Net of Puget Sound ministry.
- Sufficiently healed from your own past traumas in life (abuse, molestation, abortion*)

**Staff who may have client contact and are post abortive must meet with the post abortion program director and complete the post abortion program prior to meeting with clients. This information will be kept confidential.*

Essential Functions:

A. Administrative

1. Ensures administration of all medical records including data input, charting and follow-up.
2. Responsible for monthly and year-end services/program statistical reports.
3. Schedules staffing of the mobile units – nurses, advocates, and drivers reporting to the Nurse Manager as it involves medical personnel.
4. Manages appointment schedules on the mobile unit to include keeping the client scheduler up to date, checking messages, returning calls/texts, making appointments, etc.
5. Maintains supply inventory for client operations.
6. Assists the Mobile Unit's Lead Driver with driver training and materials (as needed)
7. Assists with client stories to Communications and Executive Director
8. Assists with monthly prayer focus to prayer chain coordinator and Communications Director.

B. Volunteer/Staff Development

1. Assists with on-the-job training of new volunteers.

2. Assists with non-medical volunteer management and evaluations as assigned.
3. Encourages and helps equip volunteers serving on the mobile unit.
4. Helps with volunteer appreciation events and recognitions.

C. Mobile Management

1. Maintain a professional, courteous manner pleasing to the Lord in all interpersonal communication.
2. Ensures a well-organized, clean, and friendly environment on the Mobile.
3. Fills in for non-medical client services when volunteers are not available.
4. Assists mobile staff with technical issues.
5. Responsible for scheduling staff on the mobile.
6. Managing drivers including processing applications, requesting necessary documentation, and arranging training with Lead Driver.
7. Provide client stories to marketing and Save the Storks.
8. Maintains Cool Focus/Way Cool for all King County Mobile locations.
9. Works with the Lead Driver arranging mobile scheduled maintenance and repairs.
10. Adheres to the policies, principles and procedures of Care Net of Puget Sound, Care Net (National), Heartbeat International, and our other national and state affiliates.

D. Community Connections

1. Increase community awareness for the benefit of client marketing and promote a positive image of Care Net within the community.
2. Discover appropriate life affirming referrals and keeping updated the referral book for ongoing support for clients served on the Mobile Unit.
3. Assists with visits to community schools, churches, agencies, and groups in the Mobile Unit service areas.
4. Promotes Care Net of Puget Sound by participating in ministry events and public relations events and programs.

E. Meetings

1. Is a part of Care Net of Puget Sound staff and will attend all-staff meetings, retreats, and functions for planning and team development.
2. Is a part of Care Net of Puget Sound Center Director team and will attend monthly directors' meetings and other events scheduled by the VP of Operations.
3. Is a part of the Federal Way staff and will attend team meetings set by the Federal Way Director.

F. Physical Requirements and Work Environment

1. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - i. The employee is regularly required to use hands to finger, handle, or feel; talk, hear, taste or smell. The employee is frequently required to stand, walk, reach with hands and arms, and maintain physical balance. The employee is occasionally required to sit and stoop. The employee is rarely required to kneel, crouch or crawl. The employee will regularly lift and move items up to 10 lbs. The employee will sometimes lift and move up to 25 lbs. Vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee must be able to climb up and down the stairs of a mobile unit.
2. The work environment described is representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions.
 - ii. The noise level in the work environment is usually moderate. Primary work location is in center and on the mobile. Can have days of high stress due to client situations and absent volunteer staff.

G. Image

1. As a representative of Care Net of Puget Sound, whether at work or on your own time, your actions and appearance will reflect on the ministry. It is important to be mindful of your service to Jesus Christ in all that you do as you reflect Christ to others.
2. Maintain a professional, compassionate Christ –centered services to clients who come into the Center or come onboard the mobile for care.
3. Take time for spiritual growth and needs.

Care Net Staff members adhere to the mission of Care Net of Puget Sound, its Statements, Operations, and the Policy and Procedures of the organization.