



DIRECTOR, PATIENT SERVICES

You are the ideal candidate as Director of Patient Services if you:

- Share in our passion for saving the lives of the unborn and reaching people for Christ
- Agree with and are willing to uphold Mosaic Health's Statement of Principles, Statement of Faith, and Core Values
- Are a committed Christian who is submitted to a local church
- Must be willing to share the Gospel and plan of salvation with patients
- Can kindly and respectfully share vital information related to life-affirming pregnancy and sexual health without judgment
- Possess leadership and relational skills
- Have a bachelor's degree
- Have one year of experience as a volunteer in some ministry capacity
- Exhibit skills in interpersonal communication and problem-solving
- Are proficient in Windows, Microsoft, and Mac systems
- Have the ability to multi-task
- Can do light to moderate lifting

If this describes you, here is what to expect:

SCHEDULE:	Part-time or Full-time
SALARY:	\$20-\$22/hr., depending on experience
BENEFITS:	Health insurance reimbursement (full-time only), paid vacation
RELATIONSHIP:	Reports to Executive Director

Responsibilities:

I. Patient Services

- Oversee patient programs and support services offered by the center
- Provide patient advocacy and services for patients when volunteers are not available
- Assist with a continuum of care for patients when needed (WIC, adoption services, housing, etc.)
- Helps organize the First Steps program

II. Office Administration

- Assist in daily Mosaic Health duties, including answering phones, scheduling appointments, etc.
- Provide various monthly and year-end patient statistical reports
- Oversee the data entry of patient information
- Maintain inside/outside of the office (ensuring a look and feel of excellence for our patients and the community).

III. Volunteer Coordination/Training

- Conduct potential volunteer interviews and select new volunteers in conjunction with the Executive Director
- Train new volunteers
- Conduct yearly evaluations of volunteers
- Coordinate volunteer schedules

IV. Public Relations

- Participate in fundraising events held by Mosaic Health
- Participate in external meetings related to the needs of patients, as requested by Mosaic leadership
- Speak publicly at churches, women's groups, or other events as requested by Mosaic leadership