



**Job Description**

**MWMW Position Title** (type in CAPS): **CLINIC CO-DIRECTOR**

	<input type="checkbox"/> Executive Staff <input checked="" type="checkbox"/> <b>Program Director</b> <input type="checkbox"/> Retail Manager	Program Coordinator <input type="checkbox"/> Program Staff <input type="checkbox"/> Retail Staff	<input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> _____
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**Immediate Supervisor:** Director of Meyer Center & Social Services, and Associate Executive Director of Programs

**Immediate Subordinates:** Volunteers and Interns

<b>Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<b>Position Originally Created:</b> 03-11-2021
<b>Date Last Revised:</b> 03-11-2021	

**Hours Per week:** 12hrs/wk, at \$17.61/hr.

**General Summary:** The Clinic Co-Directors will oversee the Mission Waco Donation Health Clinic by supervising volunteers and assuring faith based, holistic, quality of care of lower income persons served.

**Critical Functions and Responsibilities**

1. Serve as Manager and Spiritual Leader of the Mission Waco Clinic, and assuring quality and compassion for lower income persons who need and qualify for services.
2. Recruit, communicate, and assist health care providers who volunteer their time at the clinic or their professional offices, including coordination of schedules, system of care, referral procedures, legal protocol of nonprofit clinics, etc. Train unlicensed volunteers to perform assigned duties within the clinic setting.
3. Manage and supervise a Tuesday and Thursday night clinic, patient flow, and volunteer personnel.
4. Work with clinic volunteers and Meyer Center social services staff to direct patients towards a more permanent healthcare solution.

**Additional Functions and Responsibilities**

1. Serve as a liaison between Mission Waco and other Healthcare professional entities.
2. Attend staff/director meetings, Meyer Center meetings, and annual conferences.

*The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.*

<b>Requirements/Preferences</b>	
<b>Minimum skills and knowledge required:</b> 1. Basic understanding of laws/regulations of nonprofit medical clinics 2. Knowledgeable in Microsoft Office	<b>Skills and knowledge preferred:</b> 1. Basic understanding of Christian Community Development principles and philosophy 2. Basic understanding of the challenges of the uninsured working poor & homeless
<b>Minimum previous experience required:</b> Experience in working with low-income, and homeless persons.	<b>Previous experience preferred:</b> 2-3 years working with low-income, and homeless persons.
<b>Minimum education required:</b> College Degree with experience working in Health Care	<b>Education preferred:</b> Currently Licensed Health Professional with experience in working with lower income persons
<b>Minimum communication skills required:</b> 1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure. 2. Represents Mission Waco's values with all program participants and volunteers.	<b>Communication skills preferred:</b> 1. Has excellent ability to communicate 2. De-escalation training
<b>Special training, certification or licensing required:</b> 1. Current BLS for Healthcare Providers 2.	
<b>Behavioral, emotional, mental requirements:</b> 1. Must be a wise and mature Christ-follower. 2. Must be a strategic thinker. 3. Must have solid financial and organizational acumen.	
<b>Other requirements:</b> Able to keep flexible hours. Some light lifting. Ability to serve in a fast-paced, high-pressure environment.	

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