



MISSION

WACO | WORLD

| Job Description | |
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| MWMW Position Title (type in CAPS): CLINIC CO-DIRECTOR | |
| <input type="checkbox"/> Executive Staff <input checked="" type="checkbox"/> Program Director <input type="checkbox"/> Retail Manager | <input type="checkbox"/> 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"/> _____ | |
| Immediate Supervisor: Director of Meyer Center & Social Services, and Associate Executive Director of Programs | |
| Immediate Subordinates: Volunteers and Interns | |
| Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt | Position Originally Created: March 2021 Date Last Revised: May 2024 |
| Hours Per week: 12hrs/wk, at \$20.38/hr – each for 2 people. Hours will be worked while the clinic is in operation two nights a week, and flexibility for additional days/times for other related duties, MWMW meetings, etc. | |
| General Summary: The Clinic Co-Directors oversee the Mission Waco Donation Health Clinic by supervising volunteers and assuring faith based, holistic, quality of care of lower income persons served. The clinic is open for about 2 hrs on Tues/Thurs evenings (5-7pm). The clinic is located in the Meyer Center for Urban Ministries, 1226 Washington Avenue, and shares space that is used during the daytime by Waco Family Medicine. | |
| Critical Functions and Responsibilities | |
| 1. LEADERSHIP: Serve as Manager and Spiritual Leader of the Mission Waco Clinic, and assuring quality and compassion for people who are experiencing issues related to poverty and who need and qualify for services. | |
| 2. ADMINISTRATION – RECRUITMENT - TRAINING: 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. Oversee and train unlicensed volunteers to perform assigned duties within the clinic setting, including specialty clinic interns. Oversee scheduling doctor's appointments and referrals for 9 specialty clinics (the specialty clinics rotate on assigned dates in MW Clinic). | |
| 3. MANAGEMENT AND SUPERVISION: Manage and supervise a Tuesday and Thursday night clinic, patient flow, and volunteer personnel. | |
| 4. COLLABORATION AND ADVOCACY: 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. Prepare annual budget for clinic in coordination with supervisor and administration staff. | |

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

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| 3. Be aware of fundraising options regarding the clinic. Look for simple ways to engage volunteers and others in the community for fundraising purposes, such as including fundraising options in e-news or newsletters, occasional speaking engagements, etc. |
| 4. Communicate statistics, stories and other engaging material with supervisors, volunteers, donors and others who support the clinic. In the past this has been done through periodic e-news |
| 5. Attend monthly all-staff meetings, and other monthly meetings for program directors and department staff meetings. |
| 6. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW. |
| 7. Attend annual conference – either for Christian Community Development (Texas CCD Network) or Christian Community Health Fellowship (CCHF). |

| Requirements/Preferences | |
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| Minimum skills and knowledge required: <ol style="list-style-type: none"> 1. Basic understanding of laws/regulations of nonprofit medical clinics 2. Knowledgeable in Microsoft Office | Skills and knowledge preferred: <ol style="list-style-type: none"> 1. Basic understanding of Christian Community Development principles and philosophy 2. Basic understanding of the challenges of the uninsured working people who are facing issues related to poverty and/or are experiencing homelessness |
| Minimum previous experience required: Experience in working with people who are facing issues related to poverty and/or are experiencing homelessness | Previous experience preferred: 2-3 years working with people who are facing issues related to poverty and/or are experiencing homelessness |
| Minimum education required: College Degree with experience working in Health Care | Education preferred: Currently Licensed Health Professional with experience in working with people who are facing issues related to poverty and/or are experiencing homelessness |
| Minimum communication skills required: <ol style="list-style-type: none"> 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. | Communication skills preferred: <ol style="list-style-type: none"> 1. Has excellent ability to communicate 2. De-escalation training |
| Special training, certification or licensing required: <ol style="list-style-type: none"> 1. Current BLS for Healthcare Providers | |
| Behavioral, emotional, mental requirements: <ol style="list-style-type: none"> 1. Must be a wise and mature Christ-follower. 2. Must be a strategic thinker. 3. Must have solid financial and organizational acumen. | |
| Other requirements: <ol style="list-style-type: none"> 1. Able to keep flexible hours. 2. Some light lifting – up to 30 lbs. 3. Ability to serve in a fast-paced, high-pressure environment. | |

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