

Position Summary:

- The successful candidate for this position will oversee all staff and non-medical operations of the Mobile Ministry

Job Specific Qualifications:

- Strong qualities of spiritual leadership, discipleship, and ability to encourage team members and clients
- Ability to show Christ-centered care, compassion, and understanding to those in need
- Adheres to a consistent pro-life position and agrees with the Mobile's Statement of Faith, Mission Statement, and Bylaws
- Strong interpersonal skills including the ability to listen, be patient, and stay calm and composed during a variety of client interactions
- Demonstrated maturity, stability, confidentiality, and initiative resulting in the ability to carry out responsibilities with minimal supervision
- Demonstrated organizational, decision-making, problem-solving, planning, and implementation skills
- Experience training individuals and small groups.
- Ability to multitask and work well in a mobile medical clinic setting as part of a multidisciplinary team
- Strong oral and written communication skills with attention to detail and experience with Microsoft Word
- Ability to engage with clients and community in a variety of social media platforms, which may include Facebook, Twitter, and Instagram
- Possess an associate or bachelor's degree with 1-3 year's work experience, or equivalent
- Experience in a pregnancy center is useful, but not required

Responsibilities

Administration

- Responsible for overseeing the day-to-day Mobile Ministry operations and may delegate duties, including but not limited to stocking of supplies, documentation
- Ensure all communications are returned in a timely manner. Oversee retrieval, sorting, distribution of all communication; Ensure accurate documentation of client visits
- Enter and check Mobile Ministry client data in database and maintain accurate center documents and the compilation of monthly mobile statistics.
- Manages Mobile Ministry paperwork, receipts, forms to maintain accurate expenditures

Job Description: Mobile Operations Manager

to aid in the compilation of monthly/yearly budgets and statistics

- Submit monthly statistics report to Executive Director (ED) in a timely manner.
- Ensure receptionist duties [dispatch center] for Mobile Ministry are completed: answering the ICU line, screening potential clients, checking Mobile Ministry phone voice mail.

Client Services

- Ensure prayer is an integral part of each day for mobile staff and volunteers
- Ensure evangelism tools and methods are utilized with each client and/or visitor
- Assist in evaluating and implementing Mobile Ministry client services programs and materials with Social Services Director
- Serve as Client Advocate as scheduled (see Client Advocate Job Description)

Community Engagement

- Work with Director of Ministry Development agencies/facilities to develop ministry and community partners
- Train the Mobile Team to utilize the partnerships in establishing a community support network for the client
- Coordinate mobile tours, observations, community appearances, and participation at other venues as opportunities arise

Training and Supervision

- Train and develop Client Advocates
- Participate in weekly Zoom meeting with Executive Staff and trainings and conferences as requested
- Coordinate scheduling of mobile staff and direct daily non-medical task assignments
- Encourage and help equip mobile staff with day-to-day operational tasks