



Position Title: Medical Coordinator

Job Description:

The Medical Coordinator is responsible for managing the strategic and the day-to-day operations of the medical program and its staff & volunteers, including scheduling, trainings, budgeting, networking, safety protocols, and data reporting. The candidate should demonstrate excellent leadership skills, organizational skills, computer proficiencies, and communication skills. Applicant must hold a BSN or RN degree and must have a heart to serve in a ministry setting, those facing unplanned pregnancies.

Type of Position: 30 - 40 hours per week, dependent upon candidate's availability.

Reports To: Medical Coordinator

Under Supervision of: Executive Director and Medical Director

Location: Coatesville, West Chester, or Kennett Square; but able to float between offices as needed

Responsibilities:

- Responsible for overseeing all medical staff and volunteers, including scheduling, procedures, management, and training
- Performs medical duties including education, urine pregnancy testing, prenatal vitamin issuance, vital signs, and charting
- Maintains accurate records, care-plans, and follow-through on physician's orders
- Ability to meet client needs and follows safe nursing practices
- Leads/trains staff nurses and volunteers, and works closely with non-medical CCWS staff
- Maintains and grows community/professional relationships
- Leads recruitment efforts for qualified medical team volunteers
- Serves as representative at community outreach events
- Ensures medical equipment is in operating order and coordinates yearly maintenance
- Works in conjunction with the Department of Health regarding CLIA standards.
- Ensures CCWS is working within medical budget and coordinates expenses with financial coordinator
- Responsible for staying abreast of new medical/Pregnancy Resource Centers (PRC) info and practices
- Serves as operating safety coordinator: responsible for ensuring that all medical requirements are met, training completed, and serves as the contact person for internal incident reporting and mandated child reporting incidents
- Renews all umbrella organization memberships i.e., NIFLA, Heartbeat and CareNet
- Updates center statistics and monthly reports
- Manages standards of care and trainings for patient care/ultrasound
- Works directly with Medical Director and ultrasound medical professional volunteer
- Serves as medical committee co-chair
- Organizer and Point-of-Contact for the Medical Advisory Board
- Ensure safety and medical standards set by the policies & procedures manual are followed

Education & Experience Qualifications:

- Degree and active license in nursing (RN, BSN, NP) & good standing order with the state medical board
- Bilingual skillset in English and Spanish preferred, but not required
- Sonography experience preferred, but not required

Character Qualifications:

- This person must be highly self-motivated and have strong leadership and administrative abilities
- Dependable and able to carry out responsibilities without supervision
- Works well individually and as part of a team, always honoring all relationships within the ministry and in the community
- Possess strong computer software skills: Proficiency in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), and Internet operating systems
- Has accepted Jesus Christ as personal Savior and possesses a passion for evangelism
- Has passion for helping women and families who are facing crisis pregnancies
- This individual will be willing to make a long-term commitment to strengthen and build a strong vision and program for the center.
- Full agreement with the center's mission statement, policy and procedures, and other operating documents
- Have a strong administrative ability to shift priorities while working with multiple disciplines
- Expresses a sincere desire to reach out to abortion-vulnerable individuals, their families and support network
- Agrees with and has ability to hold to our standard of confidentiality
- Ability to receive direction and feedback.
- Ability to follow Matthew 18 example of conflict resolution
- Has excellent communication skills and is comfortable with public speaking
- Leads a life of purity and honors the commitment of marriage
- Maintains a consistent life-affirming lifestyle and abstains from referring/advising for an abortion

Working Conditions/Physical Demands:

- Work in a standard office environment
- Utilize a desktop personal computer daily
- Some traveling (Gas and expenses to be reimbursed)
- Continuously (67% - 100%) sit, stand, walk and stoop
- Occasionally (1% - 33%) push, pulls, lift and/or carry up to 20 pounds
- Occasionally (1% - 33%) reach, handle and manipulate

The above statements are intended to describe the general nature and level of work the position requires. They are not intended to be constructed as an exhaustive list of all responsibilities, duties and skills required and do not restrict management's right to assign or reassign duties and responsibilities to this position at any time.

The Medical Coordinator carries out all the duties described and other duties that may be prescribed by the Executive Director and Medical Director.

Once the position is attained a copy will be given to you and your employer.

If interested in applying, please send the following four (4) items to myriam@ccwsmedical.org:

1. Cover letter
2. Resume
3. Completed Application
4. Signed Statement of Faith

Application on next page

Application

PERSONAL DATA

(Please print clearly)

Full Name: _____

Last
First
Middle

Current Address: _____

Street and Number

City
State
Zip Code

Phone Number: _____ Cell Number: _____

Birth Date: _____

Email: _____

Emergency Contact: _____ Phone # _____

Your Spouse's Name: _____

Have you ever applied to CCWS? _____ If yes, provide dates: _____

Have you ever worked for CCWS? _____ If yes, provide dates: _____

Do you know anyone who works/volunteers for CCWS? _____

Name(s): _____

VOLUNTEER POSITION DESIRED

Position you are applying for: _____

Date available for work: _____ Total hours available per week: _____

M T W TH F S

To						
From						

EDUCATION

Circle highest grade completed: High School 9 10 11 12 College

High School _____

Name
City
State

Diploma or GED Received: _____

College: (List all, whether or not degree was obtained.)

Name	Location	Major	Minor	Degree

May we contact schools you attended to verify the above information? _____

EXPERIENCE

Please give accurate and complete information. Start with present or most recent employer, including self-employment, part-time work, military employment, and any work performed on a volunteer basis. Account for your entire employment history, including significant gaps in employment. All information must be included, even if you are attaching a resume. Please attach an additional sheet if necessary.

Employer		Work Performed	
Address (Street, City, State)			
Telephone Number(s)			
Job Title		Supervisor	
Reason for Leaving			
Dates Employed		Hourly Rate/Salary	
From:	To:	Starting:	Final:

Employer		Work Performed	
Address (Street, City, State)			
Telephone Number(s)			
Job Title		Supervisor	
Reason for Leaving			
Dates Employed		Hourly Rate/Salary	
From:	To:	Starting:	Final:

Describe any pro-life work you may have done in the past.

REFERENCES

Please provide the reference name of your pastor and one other person that knows you well enough to attest to your Christian walk and personal integrity.

Pastor's Name _____

Professional: _____

Address _____

Address _____

Name of Church _____

Phone _____

Phone _____

Have you come to the place in your spiritual life where you can say you know for certain, if you were to die today you would go to heaven? _____ Why? _____

Can you describe your relationship/walk with the Lord? (Please use the back if necessary.)

SECURITY

If hired, can you provide proof of identity and authorization to work in the US? _____
Have you been convicted of a felony in the past seven years? * _____
*In answering this question, you are not obligated to disclose any convictions that have been sealed, annulled, expunged, dismissed, erased, impounded, cleared, vacated, or officially pardoned.
If yes, provide details including date, location (city), nature of offense and disposition: _____

NOTE: A conviction record will not necessarily be a bar to employment. This information will only be used for job-related purposes consistent with applicable law. Failure to honestly answer this question will result in discontinued consideration of your application or termination of your employment.

SIGNATURE

I certify that the statements and information furnished by me in this application are true and correct. I understand that omitted, false or misstated statements on this application are grounds for refusal to hire, or dismissal, at any time the Center becomes aware of the omitted, falsified, or misstated information.

I understand that CCWS Medical is not obligated to provide me with employment or volunteerism and I am not obligated to accept employment. I understand that nothing contained in this application, or conveyed during any interview that may be granted, or during my employment, if hired, is intended to create a contract for continued employment with CCWS Medical, except as required by applicable federal, state, and local law. If an employment relationship is established, I acknowledge that my employment and compensation can be terminated, with or without cause, and with or without notice at any time, at the option of either the Center or myself, and this cannot be altered except by an express written agreement signed by myself and a designated officer of the Center.

I agree and hereby authorize CCWS Medical to conduct a background inquiry to verify the information on this application and any Center form completed by me. I authorize all previous employers or other persons who have knowledge of me or my records, to release such information to CCWS Medical or their agents. I hereby release CCWS Medical and any persons or companies that participate in or conduct a background inquire regarding me from all claims or liabilities whatever that may arise by such disclosures or such investigation.

Signature of Applicant Date of Application

Mission Statement:

We are a pregnancy care medical center that exists to educate and empower individuals and their families to make life affirming choices.

Chester County Women's Services Statement of Faith

1. We believe the Bible to be the inspired, infallible Word of God.

2 Timothy 3:16-17 "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work."

2. We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit.

Matthew 28:19 "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit."

3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles. We believe in Christ's vicarious and atoning death through His shed blood, in His bodily resurrection, and His ascension to the right hand of the Father, and in His personal return in power and glory.

Philippians 2:6-11 "Who, being in very nature God, did not consider equality with God something to be used to his own advantage; rather, he made himself nothing by taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself by becoming obedient to death—even death on a cross! Therefore, God exalted him to the highest place and gave him the name that is above every name, that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, and every tongue acknowledge that Jesus Christ is Lord, to the glory of God the Father."

4. We believe that for the salvation of lost and sinful men and women, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ alone, as Savior and Lord and not as a result of good works although good works are an outward sign of salvation.

John 3:3-5 "Jesus replied, Very truly I tell you, no one can see the kingdom of God unless they are born again. How can someone be born when they are old? Nicodemus asked. Surely, they cannot enter a second time into their mother's womb to be born! Jesus answered, Very truly I tell you, no one can enter the kingdom of God unless they are born of water and the Spirit."

Ephesians 2:8-10 "For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God—not by works, so that no one can boast. For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do."

5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.

John 14:16-18 "I will ask the Father, and he will give you another advocate to help you and be with you forever—the Spirit of truth. The world cannot accept him because it neither sees him nor knows him. But you know him, for he lives with you and will be in you. I will not leave you as orphans; I will come to you."

6. We believe in the resurrection of both the saved and the lost; they that are saved will continue after death to the resurrection of life and they that are without Christ, unto the resurrection of damnation.

Acts 24:15 "And I have the same hope in God as these men themselves have, that there will be a resurrection of both the righteous and the wicked."

7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Ephesians 4:1-4 "As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit, just as you were called to one hope when you were called."

8. We believe that all life from conception is created by God and is, therefore, sacred and to be protected.

Psalm 139:13-15 "For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful; I know that full well. My frame was not hidden from you when I was made in the secret place, when I was woven together in the depths of the earth."

9. We believe that we pray in the name of Jesus Christ as He sits on the right hand of God interceding for us.

Romans 8:33-34 "Who will bring any charge against those whom God has chosen? It is God who justifies. Who then is the one who condemns? No one. Christ Jesus who died—more than that, who was raised to life—is at the right hand of God and is also interceding for us." Hebrews 4:14-16 "Therefore, since we have a great high priest who has ascended into heaven, Jesus the Son of God, let us hold firmly to the faith we profess. For we do not have a high priest who is unable to empathize with our weaknesses, but we have one who has been tempted in every way, just as we are—yet he did not sin. Let us then approach God's throne of grace with confidence, so that we may receive mercy and find grace to help us in our time of need."

10. We believe the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

Genesis 2:24 "Therefore shall a man leave his father and his mother and shall cleave unto his wife: and they shall be one flesh."

I have read, understand, and agree with the above Statement of Faith.

Signature

Date