

Director Good Samaritan Free Health Care

JOB TITLE: Director
DEPARTMENT: Administration
SUPERVISOR: Good Samaritan Board of Directors

Good Samaritan Free Health Care is a 501c3 Christian organization that provides free health care, medications and spiritual care to our clients and community.

GENERAL JOB DESCRIPTION

The Director position requires administrative skill as well as people skills. In this position you work with many levels of various socioeconomic groups and need to be comfortable in many types of situations. It requires organizational skills, critical thinking skills, ability to listen and be empathetic to the Board, volunteers, clients and the community. To see opportunities to grow and enrich the lives of others through showing God's love by caring for His people. You must be self-motivated, understand missional medical care, and have the ability to work odd hours as needed. This is a salaried position.

MAJOR DUTIES AND RESPONSIBILITIES

1. Oversees and assumes responsibility for program management which includes but is not limited to ongoing day to day oversight of all aspects of clinic operations. Including the development and monitoring of the clinic budget; managing the clinic in accordance with **GSFHC** and applicable medical policies and procedures and applicable government regulations; ensuring the quality services are delivered and maintaining high standards for quality services.
2. Reports to and seeks guidance from GSFHC Board of Directors at least monthly, regarding implementation of appropriate services and management of the clinic.
3. Responsible for program, recruitment, hiring, supervision, evaluation, termination, education of program staff volunteers and other staff development activities, as applicable.
4. Responsible for volunteer program, recruitment, training, and oversight of the volunteer staff.
5. Collaborates with numerous community and public and private agencies and organizations, regarding relevant aspects of service provision and development, implementation, management and evaluation.

This entails the following:

1. Lead representative of the clinic in the community and for the volunteers in keeping the mission and vision forefront in decisions and actions.
2. Represent the clinic at community meetings such as but not limited to: Chamber of Commerce, Healthy Berkeley, Health Work Group. Presentations for meetings in the community and in churches about Good Samaritan Mission, activities and needs.
3. Primary fundraiser for the clinic through donations, events, and grants.
 - Responsible to write all grants/reports
 - Fundraising by developing planning teams and volunteers to help with events.
 - Develop relationships in community to raise donations for the clinic.
4. Review and update Policies and Procedures.
5. Review and update Disaster/Pandemic procedures
6. Director to develop a budget yearly alongside the Treasurer/Financial manager at the end of each fiscal year.
7. Assure that renewal of business license and registration as WV Charitable organization with Secretary of State is done annually.
8. Leadership in assuring clinic operations run smoothly and the volunteers schedule is complete.
9. Recruitment and supervision of Volunteers and with the assistance of the Board of Directors recruit new members to the Board.
10. Marketing for the clinic within the clinic's budget
11. Assure website and all social media is current.
12. Annual report to Board of Directors
13. Provide leadership for Advisory committee: meets twice a year, and to increase and maintain membership.
14. Representation in community organizations. Maintaining strong relationship with Community Partners to include but not limited to: Valley Health, Eastern WV Community Foundation, churches and donors.
15. Continue to build relationships with homeless services i.e. the Rescue Mission, Immanuel's House, Catholic Charities, food pantries, the neighborhood of Ward 2 and any other organization identified to have a need.
16. Provides leadership to the Volunteer Coordinator and oversee the management of organizations chosen software.
17. Assure all office supplies, medications and medical supplies are ordered as needed.
18. Develop a yearly work plan as a guide for Board of Directors and Director for reaching annual goals.
19. Develop Memorandums of Understanding with nonprofit organizations to either assist them in getting started in the community or to assist the clinic with operations with approval of BOD
20. Conduct monthly meetings with BOD. Provide agenda to the Board one week prior to meeting.

OTHER DUTIES AND RESPONSIBILITIES

Continue to be a part of Christ Community Fellowship Organization and as able attend annual meetings

Oversee the gardens at Good Samaritan and Rescue Mission.

Oversee maintenance and cleanliness of clinic and grounds

Ensure to stay in guidelines of City Ordinances

Communicate with Landlord on any issues with the building- refer to lease.

Other duties as needed for the mission of the clinic.

The Statement of Faith:

The following statements are a summary of the beliefs which the Good Samaritan Free Clinic(dba Good Samaritan Free Health Care) believe to be essential to the practice and propagation of true biblical Christianity, and therefore are held by the Good Samaritan

1. The Bible is the inspired, only infallible, authoritative Word of God.
2. There is one God, eternally existent in the three persons: Father, Son and Holy Spirit.
3. Jesus Christ of Nazareth is God the Son, born on earth of a virgin, lived a sinless life, performed miracles, suffered a vicarious and atoning death through His shed blood by crucifixion, bodily resurrected from the dead, bodily ascended into Heaven to sit at the right hand of God the Father, and will personally and bodily return to earth in power and glory.
4. Spiritual regeneration by God the Holy Spirit is absolutely essential for the salvation of lost and sinful man, and this salvation can only be received through personal faith and confession of Jesus Christ as Savior and Lord and not as a result of good works.
5. God the Holy Spirit indwells every true believer in Jesus Christ, enabling him to live a godly life and perform good works.
6. There will be a resurrection of the saved (those who have received Jesus Christ) and the lost (those who have rejected Jesus Christ): the saved to a resurrection of eternal life and the lost to a resurrection of eternal damnation.
7. All true believers are united by God the Holy Spirit in our Lord Jesus Christ.

QUALIFICATIONS FOR THE JOB

Education:

Bachelors degree or higher from an accredited school of Nursing.

Registered Nurse license active in WV or NLC without actions on your license.

Experience in medical clinic management is preferred.

Other:

This is a Christian nonprofit 501(c)3 organization. Person needs to be of the Christian faith in order to carry out our Mission and Vision for the clinic.

KEY COMPETENCIES

Critical thinking skills.

Possesses excellent interpersonal communication and negotiation skills in interactions with patients, families, physicians, and health care team colleagues.

Ability to work with people of all social, economic, and cultural backgrounds and be flexible, open minded, and adaptable to change.

Able to speak in public and in large groups.

Ability to draft professional letters.

Proficient in Word, Excel and other software products.

PHYSICAL REQUIREMENTS

Work requires strength and/or stamina, lifting, moving, stooping, reaching, standing, walking, inclement weather, materials and equipment weighing 20 lbs or less.

Signature Approved By: _____

Date Approved: _____

Date Last Reviewed: _____

Last Reviewed By: _____