



**Position Title:** Clean-Up Team  
**Supervisor:** Office Administrator

The Clean-Up Team will be familiar with and act in accordance with the Vision Statement of New Hope Health Center. In addition, he/she must abide by the Code of Ethics of NHHC.

### **Vision Statement**

To proclaim Jesus Christ, through word and deed, to the cities of Tukwila and SeaTac, Washington through a faith-based health center for the medically uninsured.

To proclaim Jesus Christ to:

**The medically uninsured** by giving them quality, compassionate health care and asking the Holy Spirit for opportunities to share the Good News of Jesus Christ with them.

**The Christian community** by providing God's people opportunities to proclaim Jesus Christ through word and deed, and by training God's people to sacrificially serve the underserved in the humility of Jesus, showing Christ to them through their words and deeds.

**The people of Tukwila/SeaTac** through the unity of the Body of Christ coming together to sacrificially serve the medically uninsured.

### **Summary of the Position**

Under the direction of the Office Administrator, the Clean-Up Team will be responsible for ensuring the clinic space has been cleaned up and returned to its original configuration.

### **Essential Duties and Responsibilities**

1. Ensure that all furniture and equipment that has been set up for the clinic operation is put away to its proper storage area and that the clinic area has been cleaned up by following '*Clean Up Procedure*'.
2. Pick up and store clinic signage indicating appropriate entrance to use.
3. Check communication log for any relevant messages.
4. Check extra rooms, i.e., library and conference rooms, for supplies and/or materials that should be returned to their proper storage areas.

### **Knowledge, Skills, and Abilities Necessary**

- Servant's heart and a willingness to serve our patients.
- Physical strength to move furniture.
- Understands proper medical waste management.
- Demonstrates effective organizational, communication and interpersonal skills.
- Understands how to ask for help when situations or problems are present that are beyond their ability of knowledge.
- Understands and supports the mission of New Hope Health Center.
- Exhibits a willingness to learn new skills.

**THE CLEAN-UP TEAM WILL UNDER NO CIRCUMSTANCES OFFER MEDICAL ADVICE TO PATIENTS. ALL MEDICAL INQUIRIES WILL BE DIRECTED TO THE MEDICAL PROFESSIONALS IN THE CLINIC.**

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. In order to continue to manage an effective ministry, leadership may need to add to or change the duties of this position at any time.