



## New Hope Health Center Hospitality Coordinator

**Position Title:** Hospitality Coordinator  
**Supervisor:** Office Administrator

The Hospitality Coordinator 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 Hospitality Coordinator will over see the Hospitality Team by ensuring there are sufficient volunteers in each position within the Team.

### **Essential Duties and Responsibilities**

1. Arrive 30 minutes prior to clinic start time to help prepare for opening.
2. Coordinate Runners, Hosts/Hostesses, Referral Coordinators, Greeters, and Refreshment Coordinators for each shift.
3. Assist with/ and in the Hospitality Team as needed
4. Assist Office Administrator as requested.

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

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

**THE HOSPITALITY COORDINATOR 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.