



**Position Title:** Literature Supplier  
**Supervisor:** Material Manager

The Literature Supplier 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 Material Manager, the Literature Supplier will be responsible for that the spiritual, referral, and medical literature is fully stocked and available prior to each clinic session.

### **Essential Duties and Responsibilities**

1. Ensure that literature for screening area and medical literature for discharge area are fully stocked prior to each clinic session and displayed in an attractive and pleasing manner.
2. Work within the budget to maintain adequate supplies of medical and spiritual literature for the clinic at levels specified in the literature lists.
3. Maintain regular communication with the Material Manager to ensure that adequate levels of literature items are on hand for clinic usage.
4. Review new medical literature with the Medical Director or his/her designee.
5. Review new spiritual literature with the Executive Director.
6. Regularly seek new literature for use in the clinic.
7. Keep an accurate record of items used and provide that information to the Material Manager.

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

- Servant's heart and a willingness to serve our patients.
- Demonstrates effective organizational, communication and interpersonal skills.
- Understands and supports the mission of New Hope Health Center.
- Exhibits a willingness to learn new skills.

**THE LITERATURE SUPPLIER 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.