



**Job Description**  
**Education Coordinator**

**Hours:** Up to 32 hours a week

**Reports to:** Nurse Manager

**Revised:** July 2024

**Job Summary**

The Education Coordinator administers the Resource Health “Mom Strong” Program. The Education coordinator meets with clients for a resource appointment, introduces and enrolls clients in Mom Strong classes and facilitates classes and case management for enrolled clients. The Education Coordinator works under the supervision of the Nurse Manager and in overall coordination with the client services staff.

**Job Requirements**

- Agrees with the Mission, Vision, and Belief Statements of Resource Health
- Exhibits a mature relationship with Jesus Christ as our Lord and Savior
- Pro-life in practice and belief with a consistent life-affirming philosophy and a desire to reach abortion-vulnerable and abortion-minded women.
- Well established member of a like-minded church with pastoral support
- Has a heart for sharing the Gospel, discipling others, and spiritual discernment to minister Jesus to clients
- Ability to work autonomously and be self-directed in the implementation of job duties
- Demonstrates proficiency in interpersonal communication
- Ability to show compassion towards all clients
- Team player who shows a willingness to work in collaboration with client services staff
- Willingness to cross train in other client services-related positions.
- Willingness to be flexible and adapt to changes and restructuring of position as directed by the Nurse Manager and/or Chief Nursing Officer
- Perform other job-related duties as directed by the Nurse Manager and/or Chief Nursing Officer
- Proficient in the use of Microsoft Word, Excel, Outlook, and various web-based software
- Technology proficient
- Must be teachable within the structure of a team environment
- Detail oriented and organized
- Willing to drive and work at varied assigned locations as needed
- Completes all Resource Health training

### **Qualifications**

- Must be 21 years of age or older
- Holds current CPR certification or willingness to become certified and stay certified throughout employment.
- Experience in counseling and case management is desired.
- The applicant should possess **one** of the following:
  - Bachelors in a human service-related field.
  - A community health worker certification from a DHSS-approved training program; or
  - A minimum combined total of 3 years of experience in at least 3 of the following:
    - Early childhood development
    - Family/marital counseling
    - Social work
    - Case Management

### **General Responsibilities**

- Administers the Resource Health “Mom Strong” Program for female clients.
- Responsible for all class components including but not limited to:
  - Teaching class content
  - Track incentives
  - Documentation
  - Training education volunteers
- Provide mandated case management for clients and individualized care plan review. Case management is designed to help clients meet basic needs and identify long term goals with the desire to become more independent and lessen the client’s government dependency.
- Follows A2A (Alternatives to Abortion) grant requirements regarding documentation and services offered to eligible clients.
- Accurately documents needed components within Alternatives to Abortion database.
- Directs and supervises education volunteers.
- Ensure that scheduling reflects ongoing follow up with active and potential education clients.
- Be an effective advocate and readily available to meet potential clients from the Pregnancy Resource Center and Ultrasound Department regarding Resource Health “Mom Strong” program or community resources needed.
- Offer community resources to clients as needed.
- Be well versed in all presentations for Mom Strong classes.
- Perform all other tasks as assigned by the Nurse Manager.
- Compliant with HIPAA and client confidentiality.
- Distributes material incentives to clients as outlined and based on supply.
- Follows policy and procedures for the Mom Strong Program that is set forth by Resource Health.

### **Staff Development**

- Completes annual performance review with supervisor.
- Completes bi-annual CPR certification.
- Completes annual HIPAA training.
- Attends quarterly all staff meetings.
- Participates in staff training and in-services.