



Job Description
Education Coordinator

Hours: Exempt
Reports to: Nurse Manager
Revised: May 2025

Job Summary

The Education Coordinator oversees the implementation of the Resource Health's "Mom Strong" education program. They conduct resource appointments with clients, during which they introduce the Mom Strong Program and assess resource needs. The education coordinator enrolls clients into the program and facilitates educational classes and provides case management for enrolled participants. This role operates under the supervision of the Nurse Manager and in close collaboration with the client services team.

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 Resource Health's Mom Strong education 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 the Alternatives to Abortion database.
- Works in close collaboration with Resource Health's A2A Administrator.
- 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's Mom Strong education 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.
- Keeps inventory of client material incentives and works in collaboration with other education coordinators to request needed items if center inventory is low.
- Follows policy and procedures for the Mom Strong education program that is set forth by Resource Health.

Staff Development

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