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**PATIENT COMMUNICATIONS SPECIALIST**

**You are the ideal candidate as the Communications Director if you:**

* Share in our passion for saving the lives of the unborn and reaching people for Christ
* Agree with and be willing to uphold Mosaic PHC’s Statement of Principles, Statement of Faith, and Core Values
* Are a committed Christian who is submitted to a local church and demonstrates a personal relationship with Jesus Christ as Savior and Lord
* Are professional in conduct, speech, and dress
* Exhibit strong commitment and dedication to the pro-life position and sexual purity
* Have outstanding written and oral communication skills
* Can connect to women who may be facing fear, who are overwhelmed, who are rushed, feeling pressured, etc.
* Can carry out responsibilities with little to no supervision
* Are proficient in Windows, Microsoft, and Mac systems
* Have a bachelor’s degree

**If this describes you, here is what to expect:**

POSITION: Full-time

PURPOSE: To communicate with potential patients, specifically those considering abortion, through text, web leads, live chat, app, phone calls, and email, providing pertinent information to secure the scheduling of an appointment.

RELATIONSHIP:Reports to the Communications Director

**Responsibilities:**

* Respond to requests for services through text, web leads, live chat, app, phone calls, and email
* Update and maintain Mosaic’s Community Resource Guide, including vetting and removing anyone who no longer agrees with Mosaic’s Core Values
* Seek agencies and organizations where Mosaic Health will be included as a referral (i.e., urgent care centers, universities, maternity homes, women’s shelters, etc.)
* Follow up with those who have not yet secured an appointment
* Participate in the initial training program and continuing education sessions
* Learn and utilize the office management system for scheduling appointments, making notes in patient files, compiling statistics, etc.
* Provide monthly statistical reports to Communications Director