



PATIENT COMMUNICATIONS SPECIALIST

You are the ideal candidate 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 Health'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