



JOB DESCRIPTION

Position	Department	Reports to
Medical Advocate	Gateway Addictions & Discipleship Program	GWC Campus Director
Employment Status/Schedule	FLSA Status	Salary Level
Full Time; 1 st shift	Exempt	4
Location	JD Number	Last Update
Gateway Men & Women's Centers	06-10	2-17-23

Purpose/Mission/Vision

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary

The Medical Advocate connects guests to health care resources in our community and coordinates Gateway Mission medical resources.

Essential Duties & Responsibilities

- Connect guests to the health care services that are needed while recognizing that our guests have the ultimate responsibility to care for themselves.
- Educate guests on how to properly navigate and utilize the area health care services.
- Facilitate strong working relationships with relevant area healthcare providers including hospitals, pharmacies, clinics, etc.
- Coordinate services of the Ottawa County Department of Public Health including, but not limited to, vaccine clinics, sharps disposal, and the Miles of Smiles Dental program. Manage the disposal of discarded and expired medications.
- Facilitate the procurement and distribution of OTC medications and first aid supplies for all Gateway Mission facilities.

- Maintain basic medical supplies and equipment needed by staff including thermometers, blood pressure monitors, glucose monitors, epi-pens, Narcan, AED's, lice kits, etc.
- Provide ongoing information to guests on available community healthcare resources such as Holland Free Clinic, free screening clinics, low-cost medications, etc.
- Assist guests with obtaining specific needed medical services in our community, such as medication refills, finding a physician, medical transportation, hospital services, durable medical equipment, etc.
- Assist guests in applying for and utilizing the Healthy Michigan plan.
- Monitor staff medication observations and update the master medication list as needed.
- Coordinate first aid, CPR, and Narcan training for staff.
- Assist staff in finding resources for guests that are unable to safely live in a communal living environment.

Personal Qualifications

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel

Education/Experience

- Minimum Bachelor's degree required
- Minimum of 2 – 3 years' experience in medical related field required
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills and Abilities

- Ability to administer programs, policies, and procedures
- Ability to organize and communicate effectively – written, verbal and electronic communication
- Ability to establish and maintain effective working relationships with guests, volunteers, staff, and the public
- Basic computer skills (Microsoft Office 365, Outlook, data entry)

Physical Activities/Demands & Work Environment

- Stand, sit, walk, climb stairs regularly; lift, bend, crouch occasionally to perform job functions
- Manipulate, handle, feel, and control items or equipment

- Read, write, and interpret written documents
- Lift and move objects weighing up to 35 pounds
- Limited exposure to environmental hazards including blood borne pathogens, air borne pathogens, bodily fluids

2 Timothy 3:16-17 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)

Employee Signature _____

Date _____

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disability. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.