

CROSSOVER

Healthcare Ministry

Position/Title: OB Coordinator
Supervisor: Director of Nursing and Operations
Status: Full-Time

About CrossOver Healthcare Ministry:

CrossOver Healthcare Ministry provides compassionate, high quality healthcare to the medically underserved in our local community through the operation of two medical clinics; one in the City of Richmond and one in Henrico County. CrossOver is a 501(c)(3) non-profit organization that offers comprehensive healthcare services to its patients, including: primary care, specialty care, dental, vision, behavioral health, HIV/AIDS care, OB/GYN, medications and medications management, and social work and case management.

Overall Responsibility: The Prenatal OB Coordinator is responsible for coordinating services for Obstetrical patients at CrossOver. The OB Coordinator serves as a liaison between the patients and provider. The OB coordinator works closely with the Social worker to help facilitate efficient patient referrals for appropriate resources.

Key Responsibilities:

- Coordinate the new patient intake process for obstetric patients
- Meet with all Prenatal Patients at their initial intake visit and discuss all lab testing as well as Maternal Fetal Medicine testing and ultrasounds
- Ensures Initial Prenatal Bloodwork is completed.
- Tracks all Integrated Screening bloodwork.
- Contact patients with test results
- Assist providers during routine obstetrical office visits as needed
- Helps coordinate education on nutrition, HIV testing, breast feeding, etc.
- Provides vaccine education in pregnancy
- Coordinates care for Gestational Diabetics and work with the pharmacy team to ensure that patients are provided glucometer and testing supplies
- Provide contact information for nutritional counseling and confirm appointment for high risk clinic
- Coordinates care and monitor charts timely injections for patients with history of preterm delivery
- Provides information on Rhogam injection and administration
- Acts as liaison between patient and provider to prenatal questions.
- Schedules all induction, C-sections
- Ensures that patients are given a choice of hospital for delivery and document the patient's choice and coordinate patient care with hospital
- Help coordinate the scheduling for the volunteer OB providers, nursing staff & interpreters
- Responsible for monthly CrossOver OB report, tracking anticipated and actual deliveries
- Assist with other duties as determine by supervisor

Key Qualifications:

- Medical Assistant, LPN or Case Manager preferred
- Strong interpersonal skills
- Ability to work independently, self-motivated
- Organized and detail oriented
- Good problem solving skills
- Ability to work with diverse group of people
- Conversant in Spanish and English.
- Heart for Ministering to the indigent population in Richmond

Hours: 40 hours per week. Generally 8:00 am – 4:45 pm

Some evening and weekend work will be required.

Salary: Competitive and commensurate with experience.

Benefits: Generous sick, vacation, PTO, health, dental, and vision insurance. 401k option available after one year of employment. CrossOver does not pay relocation expenses.

How to apply: Email info@crossoverministry.org, with the subject: **OB Coordinator**
NO PHONE CALLS

Website: www.crossoverministry.org