



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.

Job Title: Bilingual Prenatal OB Coordinator

Overall Responsibility: The bilingual 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
- Ensure initial prenatal bloodwork is completed
- Track all integrated screening bloodwork
- Contact patients with test results
- Assist providers during routine obstetrical office visits as needed
- Help coordinate education on nutrition, HIV testing, breastfeeding, etc.
- Provide vaccine education in pregnancy
- Coordinate 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
- Coordinate care and monitor charts to ensure timely injections for patients with history of preterm delivery
- Provide information on Rhogam injection and administration
- Act as liaison between patient and provider to respond to prenatal questions
- Schedule all induction, C-sections
- Ensure 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
- Complete monthly CrossOver OB report, tracking anticipated and actual deliveries
- Assist with other duties as determined 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 a.m.–4:45 p.m. 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.

Website: www.crossoverministry.org

Job Type: Full-time

To apply: Please send a resume and three professional references to info@crossoverministry.org. No phone calls, please.