



## **Bilingual Vision Coordinator** **Job Description**

**CrossOver Healthcare Ministry** operates two charitable health clinics in Richmond, Virginia. The clinics serve low-income patients who are uninsured or are enrolled in Medicaid. Overall, CrossOver provides comprehensive healthcare to over 6,000 residents of Central Virginia, offering care to children as well as adults. CrossOver provides primary care, specialty care, dental, vision, mental health, HIV care and OB care to qualified patients. CrossOver also operates a licensed pharmacy.

**CrossOver Healthcare Ministry's Mission:** We are called to provide healthcare, promote wellness, and connect community talents and resources with people in need in the name of Jesus Christ.

**CrossOver Healthcare Ministry's Vision:** A healthy, vibrant community where every person is restored by the compassionate, healing love of God.

### **Position/Title: Bilingual (English/Spanish) Vision Coordinator**

Supervisor: Henrico Clinic Manager

Status: Full-Time, 40 hours/week

Hours: Monday to Friday 8:15am to 5:00pm; some evenings may be required

Benefits: Health, Vision, Dental, Life, Disability, Vacation, and 401K

### **Position Summary:**

CrossOver Healthcare Ministry is seeking a fulltime Bilingual (English/Spanish) Vision Coordinator. The Vision Coordinator's role is to work as part of an interdisciplinary team to ensure that quality vision care is provided to CrossOver and community partner patients, strategic program objectives are met, and that vision education and support is available to other parts of the healthcare team as needed.

### **Key Responsibilities:**

- Increase awareness of the CrossOver vision program within the Richmond Community;
- Represent CrossOver on vision related community workgroups;
- Support the integrated care model at CrossOver by working with other disciplines within CrossOver to incorporate vision care education when appropriate;
- Keep CrossOver staff and volunteers up to date on best practices in vision and vision care;
- Recruit volunteer vision staff;
- Volunteer management: orient, train coordinate and assist vision clinic volunteers;
- Work with the front office staff to coordinate patient scheduling for the vision program;
- Ensure that necessary supplies and equipment are on hand;
- Ensure that equipment is well maintained and functioning;
- Develop and maintain a policy and procedures manual for the vision program, and ensure that policies and procedures are followed;
- Coordinate the program which supplies eye glasses to patients
- Maintain an up to date list of desired in-kind donations, and evaluate prospective donations as requested.
- Ensure that necessary data for vision program is collected and analyzed on a regular basis;
- Review program performance and create strategies to make sure strategic objectives for the program and program outcomes are met;

**Key Qualifications:**

- Strong interpersonal skills
- Ability to multi-task and develop creative solutions
- Ability to work with diverse group of people
- Bachelors degree
- 3 years of experience in a medical setting
- Bilingual (English/Spanish)

**How to apply:**

Please email resume with qualifications to Teresa Gonzalez (tgonzalez@crossoverministry.org). No phone calls. Please include "Application for Bilingual Vision Coordinator" in subject line.