



Staff Care Coordinator Job Overview

Qualifications for employment at Watermark Health require having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark and have a work history and a lifestyle that is consistent with scriptural principles in the Bible.

REPORTS TO: Director of Operations

LOCATION: WMH Offices

FLSA STATUS: Exempt

Full Time, Benefits Eligible

POSITION SUMMARY:

Watermark Health exists to serve the community by awakening & empowering the local church to care for physical healthcare needs & engage souls with the love and power of the Gospel of Jesus Christ. The Staff Care Coordinator is responsible for overseeing staffing & HR management duties for Watermark Health.

SPIRITUAL GIFTS & STRENGTHS:

Administration, Hospitality, Serving, Helps, Leadership

Achiever, Arranger, Focus, Responsibility, Adaptability, Positivity, Activator, Communication, Woo

ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE:

Active member in good standing at Watermark Community Church, Watermark FW, or CityBridge

Aligned with and passionate about the mission/vision/values of Watermark Health

Experienced (around 2-5 years) in staff care / HR type roles

Experienced in strategic planning, project management, and execution

Excellent verbal & written communication skills

Proficient with Microsoft Office Suite, especially Teams and Outlook

POSITION RESPONSIBILITIES:

Staff Care Duties

Manage and execute on Recruiting and Hiring Processes

Manage Onboarding Processes for new staff

Oversee Payroll Processes

Manage Employee Credentialling, Certifications

Oversee Shepherding Structure for staff

Manage and oversee Intern Program

Manage HR Compliance and Recordkeeping

Oversee Employee Benefits Programs in conjunction with Operations Director

Leadership

Demonstrate spiritual leadership for all clinic & office staff; able to shepherd and counsel staff

Act as Staff Care/HR leader & resource

Comfortable with evangelism and pastoral care through clinic ministry

High trust & discreet in ministry conversations

MARKERS OF AN IDEAL CANDIDATE:

Administratively gifted, critical thinker, project management & prioritization skills, detail-oriented, problem solver, quick learner with databases & systems, adaptable, excellent communication skills.

...SO THAT THE MULTITUDES MAY BE HEALED.