



## Services Project Manager

*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.*

**Full Time, Benefits Eligible**

**FLSA Status:** Exempt

**Location:** Multi-Site (Clinics, Satellite Clinics and WMH Offices)

**Reports to:** Director of New Projects

**Position Summary:** Mobilizing the local church towards the healthcare needs of our city by coordinating various existing and future service lines at Watermark Health by connecting volunteers and patients to Watermark Health service lines.

### Spiritual Gifts and Strengths:

Administration, Serving, Helps, Giving, Hospitality, Mercy, Leadership  
Arranger, Discipline, Focus, Positivity, Responsibility, Communication, Harmony

### Essential Qualifications, Skills, and Experience:

Active member in good standing at Watermark Community Church, Watermark FW, or CityBridge Church  
Proficient with Microsoft Office Suite  
Aligned with and passionate about the mission/vision/values of Watermark Health  
Project Management and/or Team Leadership experience

### Position Responsibilities:

#### On-Site Clinics (30%)

- Oversee administration execution of on-site clinics (scheduling, appointments, follow up needs)
- Develop systems as needed, step into clinical services as needed until teams built (ex- dental)
- Coordinate and Manage Volunteers (recruiting, onboarding, development, deployment, shepherding)

#### Satellite Clinics (30%)

- Oversight and onsite leadership for Dental Extraction Clinics and Other Specialty Clinics
- Manage lay-leader volunteer team of Dental and any future Satellite Clinics
- Includes recruiting, onboarding, scheduling, developing and shepherding volunteer team
- Manage support structures and assimilate at clinic level for appointments/follow up
- Includes scheduling event, volunteers, patients, follow up care, admin management

#### Volunteer Coordination (30% or less)

- Execute Volunteer Credentialing Process in close partnership with Urgent Care Director
- Manage potential volunteer inquiries and help connect volunteers to onboarding processes

#### Provider Referral Network (10% or more)

- Assist Executive Director, Lead Clinician, and Board President in building Provider network
- Managing referrals from the clinic to provider referral network and follow up measures
- Assist leadership with potential future growth of referral/insurance networks

#### Other

- Assist leadership in exploring new service lines (Example: vision clinics)
- Oversee electronic records organization and accuracy
- Host special events and meetings, Demonstrate spiritual leadership for staff

### Markers of an ideal candidate:

Self-Starter, Critical Thinker, Strategic Processor, Problem solver, Responsible and Reliable, Detail-oriented  
Passionate about health, wellness, and/or healthcare, previous work experience in healthcare space  
Flexible/Adaptable, outgoing, inviting, welcoming, professional demeanor  
Excited by involvement in multiple simultaneous projects and start-up type workflows

...SO THAT THE MULTITUDES MAY BE HEALED.