



Job Title: Office Supervisor – Mobile Unit – 20hrs/wk

Reports To: Patient Process Manager

Person Presently in Position:

Job Purpose: Lead and maintain a controlled professional mobile office environment to maintain a culture of excellence.

Program Responsibilities:

1. Maintain the skills of Shift Supervisor, Advocate, and Receptionist as well as the DataFocus Applications
2. Lead shifts as Shift Supervisor regularly
3. Oversee FOCUS Patient Process and Timing Quality Control for the shifts run at your office location
4. Be prepared to handle unusual or difficult situations as they occur and report any out of the ordinary to the Patient Process Manager
5. Keep Patient Process Manager informed of anything out of the ordinary, issues and/or concerns
6. Partner with Operations Director to assist in maintaining office supplies and vendor relations at your office location
7. Responsible for the day-to-day Mobile Unit operations, including but not limited to: driving the Mobile Unit to appropriate destinations, documenting and overseeing the care, maintenance, and mechanical operations of the MU
8. Maintain a Mobile Unit Pit Crew to serve in the care, maintenance, and mechanical operations of the MU
9. Assist with coordination of tours, observations, community appearances, and participation at other venues as opportunities arise or as requested by AWC Executive Staff
10. Responsible to maintain connection to the North and West office locations, including but not limited to: working open shifts, meetings and teams as assigned

Personnel Responsibilities: None

Fiscal Responsibilities: Assist with assessments for annual Mobile Unit budget determination

Community Responsibilities:

1. Attend community events as required by the Executive Director

Other Responsibilities:

1. Attend Staff and Volunteer Meetings and events as required
2. Assist with fundraising events as required
3. Serve on Assure Teams as assigned

Qualifications:

1. Meet the requirements located on the Assure Women's Center application
2. Must be a qualified trained Shift Supervisor, Advocate, and Receptionist
3. Valid driver's license with an excellent driving record
4. Good communication skills and organizational skills