



Compassion Clinic Coach - Liaison Job Description

Time commitment: 60 hours over the course of 4-5 months. The majority of the time will be spent in the final 4 weeks before a clinic takes place.

Responsibilities:

- Represent Compassion Connect with excellence.
- Encourage the united outreach vision. Help make sure focus on “Connections” is central.
- Remain in communication with steering committee leader (Clinic Quarterback), offering encouragement and support.
- Administrative responsibilities:
 - Ensure all leaders are connected to the support they need
 - Ensure that there is open communication with the medical and dental mentors available to them, as well as the equipment manager.
- Maintain a full contact list of leaders in each community and update the database.
- See that all items of the Compassion Clinic Package is delivered.
- Attend Compassion Connect coach trainings and debriefs.
- Assist with all post clinic activities including:
 - Set up post-clinic pastors luncheon.
 - See that clinic data is collected and report in the correct timeline.
 - Acquire Health Assessment forms for data input.

Hour breakdown:

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| • 10 steering committee meetings @ 1.5 hours each = | <u>15 hours</u> |
| • 10 hours coaching the steering committee = | <u>10 hours</u> |
| • 10 hours before and day of clinic = | <u>10 hours</u> |
| • 25 hours general = | <u>25 hours</u> |
| ○ Organizing pastors luncheon | |
| ○ Attending trainings and debriefs | |
| ○ Carrying out package logistics | |

Total Hours: 60 hours