



PARKLANDS BAPTIST CHURCH

Arise and Shine

Isaiah 60.1

VACANCY ANNOUNCEMENT

Position: Care Center Coordinator

Reports to: Social Worker

Duty Station: PBC Westlands, Nairobi

Job summary:

To ensure effective coordination of the PBC Care Center ministry (First Aid, Counseling, Fitness and Nutrition). This entails provision of administrative and logistical support while organizing all ministry events/activities and coordinating, mobilizing and facilitating teams for service.

Key duties and responsibilities:

1. Coordinate the end to end logistics of Care Center ministry and committee activities including meetings, retreats, seminars, health clinics, medical camps, fitness challenge and team buildings.
2. Participate in budget preparation and monitor the ministry's annual expenditure.
3. Raise requisitions for procurement / purchase of ministry materials and equipment as approved.
4. Oversee monthly audit and restocking of medicine and other medical equipment at the First Aid Center.
5. Coordinate, orient and train leaders and volunteers serving under Care Center (First Aid Center, Counselling Center, Fitness and Nutrition)
6. Prepare and submit monthly and quarterly ministry reports to the supervisor as required.
7. Plan the annual calendar of events for the ministry in collaboration with the various ministries, departments and support services.
8. Oversee the fitness and nutrition sub-ministry by organizing and coordinating regular aerobics sessions & health talks for the congregation.
9. Coordinate all professional counselling referral, appointments, mobilize and schedule volunteer professional counsellors to counsel members.
10. Coordinate all volunteer medical practitioners to serve the congregation using their technical skills during church events and activities.
11. Mobilize all the medical practitioners and professional counsellors during the Revival Week Season and other key Church events.
12. Oversee the mobilization of medical practitioners and counsellors in the event of an emergency within the church premises or in responding to an emergency within the city.
13. Maintain up-to-standards hygiene levels of the facility (First Aid Center & Counselling Center.)
14. Oversee the daily operations of the First Aid Center including giving proper drug prescriptions to the users.
15. Support the establishment of Vision2040 projects i.e. Parkie Clinic, Gym & Counselling Center.
16. Data entry, filing and records management of all first aid and counselling patients seen.

This list is not exhaustive and may change subject to the dynamic needs of the Church.

Minimum requirements:

Personal attributes

- Must be a born again Christian, pursuing maturity and in a growing relationship with Jesus Christ.
- Good communication and interpersonal skills.
- Possess counselling skills.
- Ability to work well in teams and under pressure.
- Good organization, administrative and mobilization skills.
- Good reporting–writing, presentation and analytical skills.

Qualifications

- Diploma in clinical medicine, nursing or a related field from a recognized medical training institution.
- Certification in counselling or a related field is highly desirable.
- Training/certificate in fitness or nutrition is an added advantage.

Experience

- Minimum of 2 years' experience in a busy medical/health facility of good repute.
- Experience in church ministry or within a Christian-based organization will be a strong additional advantage.

Working Conditions

Work will be performed in a normal office environment and occasionally working beyond normal working hours to meet deadlines and participate in Church meetings. Interaction is with staff members, ministry committee leaders and volunteers, church members and congregants, clients, service vendors and key publics. Possible psychological strain from continuous handling counselling and first aid cases as well as during extended emergency response situations. Sunday is a normal working day.

If you feel adequately suited for this role and can significantly contribute to the PBC vision, apply through vacancy@parklandsbaptist.org. **Attach** your cover letter, detailed CV. Provide three referees, one being your pastoral reference. Please indicate your current and expected salary in your application.

The **email subject line** should indicate the position you are applying for. Receipt of applications closes at 5:00pm on **Thursday 14th February 2019**. **Only email applications shall be considered.**

Only shortlisted candidates will be contacted.

www.parklandsbaptist.org