

Essential Purpose:

Works with the Patient Resource Director and Doula Coordinator to ensure the mission of Cornerstone is achieved by providing doula services to LCPHD doula clients, inclusive of Pregnancy Testing, assisting with client enrollment, and assuring Doula Assessment and Support documentation is current, Prenatal Education, Postpartum visits, and Patient Intake are properly recorded, performing data entry and assisting with the compilation of reports for the contract doula program.

Reports to: Patient Resource Director

Qualifications & Experience:

- Adheres to Cornerstone Policies and Procedures.
- Possesses and displays a strong Christian testimony and supports the moral conduct standards of Cornerstone Pregnancy Services.
- Holds High School Diploma or equivalent education. Certification in Medical Assisting a plus.
- Displays professionalism and is skilled in maintaining good relations with all contacts using tact and diplomacy.
- Demonstrates self-motivation and high level of initiative.
- Accomplished use of personal computers with Microsoft Office, and Excel with demonstrated computer literacy.

Physical Demands:

Able to perform skills and functions pertinent to the medical clinic. Job requires frequent bending and standing. Able to lift at least 25 lbs.

- Returns Client inquiries for the Doula Program. Answers calls for the ministry in the absence of the Medical Administrative Assistant. Forwards incoming calls to the appropriate departments.
- Sets up and prepares the client charts for doula intake assessments, visits, and classes as needed.
- Performs initial contact with clients. Schedules for designated Doula appointments.
- Greet LCPHD contract doula clients and provide information for patients and visitors.
- Provides hospitality to patients and visitors
- Present Request for Services and other pertinent documents
- Maintains pertinent client records and assists with adherence to patient privacy guidelines and standards.
- Enters client data in the appropriate software programs with accuracy for statistical reporting purposes.
- Assists the Director of Patient Resources with assigned reporting and submits in a timely manner.
- Maintains orderly appearance to host clients' guests.



MEDICAL ADMINISTRATIVE ASSISTANT

- Assists with client intake and assessments as necessary.
- Perform support system review and present Gospel during client intake
- Initiate patient exit process and obtain permission for follow-up
- Assist with closing down center on clinic days
- Assist Doula Professional in the Medical Clinic with administrative needs
- Assist Doula Professional in the Medical Clinic with patient follow-up process
- Other duties as assigned
- Participates in yearly written and oral evaluation by the Patient Resource Director