

SOUTHERN UNION CONFERENCE

Job Description



Job Title: Health Professional Director	Type Of Position:	Hours Per Week <u>N/A</u>
Location: 302 Research Dr., Norcross, GA 30092	Full Time <u>X</u>	
Department: Health Professional	Part Time _____	Exempt <u>X</u>
Reports To: President	Intern _____	Nonexempt _____

POSITION SUMMARY:

The Director provides leadership to the planning, organizing, and execution of recruitment functions, activities, and events that are beneficial to strengthening the relationship between health professionals and the Southern Union.

SCOPE OF RESPONSIBILITY:

- Plan, facilitate and carry out recruitment plans of health professionals in consultation with the health professional council.
- Chair the Health Professional council of the Southern Union.
- Advise and collaborate with the health professional personnel of the Union and Local Conferences.
- Give leadership to the planning of all dates, functions and activities of the health professional department.
- Prepare and present to the Union Executive Committee, for its approval and or adaptation, all recommended actions and information.
- Organize recruitment efforts at least three times per year at Loma Linda for the recruitment of health professionals.
- Direct and disburse the subsidies as outlined in the recruitment policies.
- Interface with Southern Adventist University and Oakwood University pre-med and pre-dental students for the purpose of establishing a Southern Union presence and rapport.
- Plan, organize and execute other health professional functions and events as are beneficial to strengthening the relationship between health professionals and the Southern Union.
- Other responsibilities as assigned by the president.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's degree in related field.
- Experience in a leadership position within the SDA organizational structure.

KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours