

NATIONAL HEALTH CARE  
FOR THE HOMELESS COUNCIL  
JOB DESCRIPTION

**Job Title:** Medical Respite Coordinator

**FLSA Status:** Non-Exempt

**Reports To:** Medical Respite Manager

**Organizational Description:**

The National Health Care for the Homeless Council is the premier national organization working at the nexus of homelessness and health care. Since 1986, the Council has brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. The Council's 200+ Organizational Members include Health Care for the Homeless programs, respite programs, housing, and social service organizations across the country.

Grounded in human rights and social justice, the National Health Care for the Homeless Council mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness.

**Job Summary:**

The Medical Respite Coordinator will work with the Medical Respite Manager on projects of the National Institute for Medical Respite Care (NIMRC) and the Respite Care Providers' Network (RCPN). The job responsibilities of the Medical Respite Coordinator will involve coordination of activities of the Medical Respite Team (MRT), coordination of administrative services for NIMRC and other medical respite activities. The Medical Respite Coordinator works in concert with all teams of the Council. Duties may vary depending on team assignment, therefore a certain degree of flexibility and latitude is required. The National Health Care for the Homeless Council and National Institute for Medical Respite Care are based in Nashville, TN, however, this position is posted as a remote position.

**Job Responsibilities:**

MRT Project Coordination (40%)

- a. Coordination for all projects of the Medical Respite Team (MRT).
- b. Maintain database and directory of medical respite program information and key contacts for grants and grantmaking projects.
- c. Supports team engagement with medical respite programs.
- d. Participates in technical assistance activities.
- e. Performs other duties as required.

### Administrative Support (50%)

- a. Provide administrative support for monthly RCPN Steering Committee meetings.
- b. Provide administrative support and coordination for quarterly RCPN newsletter and all-member meetings.
- c. Provide administrative support for medical respite related convenings.
- d. Coordinate scheduling for internal and external meetings for MRT members.
- e. Proofreads NIRMC publications.
- f. Performs other duties as required.

### General Agency Duties (10%):

- a. Participate in staff planning and development of activities, including: all-staff meetings, organizational retreats, and other meetings as necessary.
- b. Collaborate with other Council staff on activities that may overlap with assigned responsibilities.

### **Education, Experience, Skills:**

- Bachelors degree, preferred.
- Knowledge of medical respite care and patient centered care, preferred.
- Grant management and administration experience, preferred.
- Strong interpersonal and social skills with demonstrated ability to collaborate with a variety of organizations and individuals from a wide range of professional and personal backgrounds.
- Strong organizational skills.
- Strong meeting planning and facilitation skills, including use of web-conferencing technologies.
- Capacity and willingness to learn new software, research methods, and work routines quickly; flexibility in responding to information and reporting requests as they arise.
- Intermediate knowledge of Microsoft Office Word, Excel, and Outlook.
- Excellent oral and written communications skills.

### **Physical Requirements:**

- Ability to operate small office equipment, such as computers and telephones.

### **Personal Characteristics:**

- Personally supportive of the state mission and values of the National Health Care for the Homeless Council.
- Enthusiasm for the work of medical respite care and ending homelessness.
- Self-motivated and able to work with minimal supervision.
- Commitment to a collaborative team approach to organizational tasks.
- Ability to adapt to a change working environment.

- Comfort and ability work effectively with people from difference cultures and socioecocnomic backgrounds.
- Availability for occasional national travel.

**Additional Information:**

Salary range: \$40,000 - \$45,000

Benefits: Comprehensive benefits package

How to apply: Please submit a resume and cover letter to Caitlin Synovec, Medical Respite Program Manager, at [csynovec@nhchc.org](mailto:csynovec@nhchc.org). Applications without cover letters will not be considered. No phone calls, please.

**Equal Opportunity Employer:** The National Health Care for the Homeless Council is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, religion, sexual orientation, gender identity, or country of origin. The Council is committed to focusing on equity in all of our work, including ensuring our staff is inclusive and representative of the people we serve. People of marginalized identities and/or lived experience of homelessness are especially encouraged to apply.