



DRIVER COORDINATOR (Mobile Dental Ministry)

Key Responsibilities and Requirements

Transportation and set up

- Safely drive the mobile dental unit to and from ministry partner locations
- Set up and takedown of the unit at the site
- Ensure the hoses, wires, etc. are safely positioned and working properly

Equipment and unit operations

- Monitor and maintain proper functioning of the unit and dental equipment during Mission Partnership
- Ensure clean, safe and orderly unit workspace
- Perform basic preventive maintenance and routine checks
- Identify and communicate any mechanical or equipment concerns

Patient and team support

- Assist with patient check-in, including computer data entry, and flow as needed
- Support team members to ensure efficient daily operations
- Help create a welcoming and organized environment for patients and volunteers

Administrative and supply support

- Record, track and upload key Mission Partnership and unit statistics
- Assist with assembling and delivering post-operative packets
- Help restock and resupply materials for church volunteers and outreach teams
- Participate in Continuous Improvement efforts to ensure BMHM is efficient and effective

Qualifications

- Fully support and exhibit BMHM's Core Values
- Valid driver's license and safe driving record (CDL's not necessary, but advantageous)
- Ability to operate or learn to operate a mobile unit
- Strong sense of responsibility and attention to detail
- Willingness to serve in a team-oriented, mission-driven environment
- Flexibility and adaptability in a mobile setting

Physical Requirements

- Ability to drive for extended (4+ hours) periods
- Ability to assist with lifting (up to 40lbs), setting up, and breakdown of equipment
- Comfortable moving in and around the mobile unit, including stepping in and out and accessing lower storage areas and under the unit as needed.

The Driver Coordinator is essential to delivering care beyond traditional walls. Through safe transport, hands-on support, and a servant's heart, this role helps bring hope, healing, and the love of Christ directly to those in need.

For more information email baptistmobilehealthministry@gmail.com