

# 12-Step Hospital Coordinator

## Job Description

**General Description:** The Hospital Coordinator is appointed by the CPC committee and a member of the CPC Hospital subcommittee of SETA (Southeast Texas Area - 67) of Alcoholics Anonymous.

**Position Description:** A trusted servant responsible for the coordination of traditional 12-step (peer support visit) calls between hospitals in designated locations and A.A. members.

**Position Qualifications:** A minimum of one year of continuous sobriety. Technical skills including e-mail and reliable computer access, phone, some understanding of Microsoft Word, Excel

### **Duties and Responsibilities**

The 12-step Hospital Coordinator will:

- Ensure 12-step hospital requests are communicated and assigned promptly.
- Communicate with designated hospital staff in a professional and kind manner as they are the face of A.A. to the Hospitals.
- Introduce interested A.A. members to 12-step hospital program activities, help train new members, and ensure that new members have been added to the 12<sup>th</sup> Step Volunteer list utilized by the 12 Step Outreach Program by coordinating with the CPC Committee / Hospital Sub-Committee.
  - Help train new members in designated locations on the established protocols for their assigned medical institution.
- Update and utilize e-mail account:
  - The email account belongs to the CPC Committee and not to an individual. It will serve as the record for all requests and should be reviewed for communication interaction quality control purposes.
- Select Alternate and/or Co-Coordinator and communicate effectively in assigned locations.
- Update CPC Hospital Chair and/or CPC Chair as needed.