

HOPE PREGNANCY CLINIC

ADVOCATE (STAFF) JOB DESCRIPTION

Position objective: The Advocate will support the medical staff by providing peer-counseling (options counseling) to patients. The role is similar to that of the Volunteer Advocate. The Advocate may also provide coverage for the Receptionist, as needed, at the front desk.

Reports to: the Client Services Director

Qualifications: The Advocate will:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as their Lord and Savior;
- Be a committed member of a local church congregation;
- Exhibit a strong commitment and dedication to the sanctity of all human life;
- Have a sincere desire to reach out to abortion-minded and abortion-vulnerable women;
- Agree with and uphold the HPC Statement of Faith, Mission Statement, Statement of Purpose and all other HPC policies and procedures;
- Have proficiency in general computer operations and word processing;
- Be able to communicate to patients the message of salvation through faith in Christ;
- Be able to respect and keep all information confidential;
- Be able to carry out responsibilities with little or no supervision and work as a team player;
- Have a professional attitude and appearance;

ADVOCATE (STAFF) JOB DESCRIPTION cont'd

Major Responsibilities: Under the supervision of the Client Services Director, the Advocate will have the following responsibilities:

- Assures that the patient feels welcome and safe.
- Does patient intake and applicable paperwork.
- Provides non-professional peer counseling (options counseling).
- Provides patient education according to the HPC Policies and Procedures.
- Helps guide patients to needed resources and services.
- Provides patient follow up.
- Assists medical staff with non-medical tasks where needed.

Optional Receptionist Responsibilities:

- Telephone reception and routing of calls.
- Electronic patient scheduling on ekyros database.
- Patient follow-up and reminders.
- Memorize and refer patients to Hope's Community Partners.
- Receiving and carrying donated materials.
- Ability to climb narrow stairwell while carrying up to 25 pounds.

Other Duties: The Advocate will also be available to:

- Attend regularly scheduled staff meetings (usually on Tuesdays).
- Attend and assist with two annual events (the Hope Run and the Fall Dessert).
- Attend three annual In-service trainings (5 hours each on weekdays).

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HOPE PREGNANCY CLINIC
Advocate (Staff) Statement of Agreement

I have read and fully understand the job description for this position. I am in full agreement with the requirements and expectations of the job and will perform my duties to the best of my ability.

I understand that this job description does not constitute an employment agreement between Hope Pregnancy Clinic and the employee and is subject to change as the requirements of the position change.

Employee's Signature

Date