

Hope Pregnancy Clinic

Parenting Initiative Administrative Assistant

Position objective: The Parenting Initiative Administrative Assistant will support the Parenting Initiative Coordinator in daily operation tasks for Hope's parenting program. This is a part-time (14-20 hours/week) position.

Reports to: The Parenting Initiative Coordinator

Qualifications: The Parenting Initiative Administrative Assistant will:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as her 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;
- Agree with and uphold the HPC Statement of Faith, Mission Statement and Core Values;
- Be able to communicate to patients the message of salvation through faith in Christ;
- Exhibit skills in interpersonal communication;
- Be proficient in conversational and written Spanish;
- Be proficient using Microsoft Office and comfortable learning to use the patient database for scheduling and record keeping;
- Have a professional attitude and appearance;
- Maintain an organized work environment;
- Work as a team player;
- Respect and keep all information confidential.

Parenting Initiative Coordinator Job Description (cont'd)

Specific Responsibilities:

The Administrative Assistant will provide support in the following areas:

Welcoming Mentorees

Our goal is to personally welcome every woman and couple who participates in the Parenting Initiative and to show interest in each person and concern for her needs. All staff and volunteers participate in achieving this goal.

Scheduling & Record Keeping

- A. The administrative assistant will help schedule classes for moms who have chosen to enroll in the program. This task includes:
 - Calling English and Spanish-speaking clients to clarify scheduling information,
 - Matching the needs of mentorees to the schedules of volunteers,
 - Scheduling the appointments using our patient database program, and
 - Calling to confirm appointments or check in with mentorees who missed an appointment
- B. In the area of record-keeping, the administrative assistant will
 - Input information in the patient database program after each session of the parenting program is completed,
 - Routinely check to make sure volunteers follow-up with their mentorees who have completed the program, and
 - Enter the follow-up data in the database.

Materials Preparation

- A. The administrative assistant will ensure that there are sufficient copies of all homework assignments and curriculum handouts and that volunteers have the most up-to-date information for carrying out their responsibilities.
- B. The administrative assistant will help create new homework assignments by inputting questions in Microsoft Word and helping to ensure that documents are correct in their final form.

Mentoring

The administrative assistant will be trained as a mentor and able to work with both English and Spanish-speaking mentorees whose schedules do not fit with available volunteers or to substitute when volunteers must be absent.

Organizing the Office Area and Program Incentives

The administrative assistant will help maintain an organized office area, and will also help to ensure that program incentives are organized and well-stocked. When supplies are low, the administrative assistant will inform the coordinator so that more supplies can be ordered.