

Hope Pregnancy Clinic

Parenting Initiative Coordinator

Position objective: The Parenting Initiative Coordinator will oversee all aspects of the “Earn While You Learn” program. This is a part-time position (20 hours/week).

Reports to: The Executive Director

Qualifications: The Parenting Initiative Coordinator 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 a multi-tasker with a keen sense of order;
- Be proficient using computer software and applications;
- Exhibit skills in interpersonal communication and problem solving;
- Carry out responsibilities with little or no supervision and work as a team player;
- Have a professional attitude and appearance;
- Respect and keep all information confidential.

Parenting Initiative Coordinator Job Description (cont'd)

Specific Responsibilities:

- Oversee all aspects of the Parenting Initiative (P.I.) program – the volunteers, curriculum, teaching schedule, Resource Room, and rewards items in the Resource Room.
- Approve and purchase curriculum for patients.
- Train and oversee the mentors who teach curriculum and interact with patients.
- Assist with recruitment of mentors for P.I.
- Oversee the schedule of classes and teaching modules for patients.
- Participate in teaching curriculum to patients.
- Be able to communicate to patients the message of salvation through faith in Christ.
- Oversee the Resource Room, its process and its contents.
- Oversee the points system – points earned and points used for rewards items.
- Oversee the system to track patient's activities, points, and items earned.
- Coordinate with services staff to record patient activity in the software database.
- Coordinate with services staff regarding communication to patients about P.I.
- Coordinate with development staff regarding communication with partners about P.I.
- Occasionally connect with volunteers from home.
- Occasionally provide case worker support to patients.