



Job Description: Care Coordinator

Objective: Provide patient care: to include sexual and reproductive health decision consultation and counseling regarding pregnancy, abortion, adoption, post-abortion, and other life choices and problems affecting the pregnancy.

Limitations of counseling: If holding a particular license, approved by Executive Director (LCSW, (P)-LPC, LMFT, etc.) and according to Hope Clinic policies, the listed types of counseling can be provided on a limited and when needed outside of pregnancy counseling: Marriage and Family Counseling, Individual Counseling, Adoption, Pastoral Counseling, rape, or sexual abuse. (Suicide and substance abuse will always be referred)

Reports to: Clinic Manager

Work Hours: Per Week: 28 hrs., \$16 per hour

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ and grows in Christ through Bible Study and church attendance.
2. To have a desire to reach out with the love of Jesus to people in distress. To have a strong motivation to serve others in a loving, caring, nonjudgmental manner.
3. Christian who is committed to carrying out the mission and vision of Hope Clinic.
4. Exhibit strong commitment and dedication to the sanctity of all human life.
5. Exhibit strong commitment and dedication to sexual purity.
6. Agree with and be willing to uphold the Statement of Faith and Principles, Commitment of Care, Confidentiality, Policies and Procedures, and Employee Handbook.
7. Demonstrate a teachable spirit, good listening skills, and positive conflict resolution skills.
8. Have an undergrad or master's degree in psychology, counseling, or social work. Ideally, to have two years of experience as a volunteer or employee in pregnancy center ministry or in a counseling or social work-related fields.
9. Exhibit strong interpersonal and administrative skills.

Responsibilities:

1. Spiritual conduct of clinic staff:

- a. Responsible for maintaining Biblical standards in counseling of patients and relationship with other staff and volunteers.
- b. Personal Development/Education

2. Maintain professional license, other certifications/licensure, trainings and CEU's.

- a. Continuing education of counseling and care for patients' emotional needs.
- b. Attend conferences that offer professional training and information pertinent to the clinic's practices (when approved by Executive Director)

3. Patient Care:

- a. Provide counseling for pregnancy, pregnancy decisions (abortion, adoption, & parenting), and life issues affecting the pregnancy.
 - i. Tools and training provided to guide consultations.
- b. Input patient information and counseling notes in database system. (Ekyros client data base-training provided)
- c. Offer guidance, information, literature, and community information.
- d. Provide support and work alongside the medical staff.
- e. Arrange and provide patient follow-up alongside medical staff.
- f. Answer phone, set up appointments, and greet clients.

4. Emergencies and Mandatory Reporting

- a. Make calls to DHS when necessary and according to Policies and Procedures.

5. Other Responsibilities:

- a. Successfully complete required classroom and in-clinic training
- b. Assist Clinic Manager with volunteer training and oversee volunteers.
- c. Attend staff and volunteer meetings to better equip your service
- d. Assist all staff with office responsibilities according to needs and personal capabilities
- e. Inform of inventory needs: educational brochures alongside staff
- f. Conflict Resolution and Grievances- refer to Employee Handbook.
- g. To commit to our policy of confidentiality and guard against discussing clients away from the clinic
- h. Pray before you start your day, and ask someone outside the clinic to pray for you.
- i. Be Hope Clinic's messenger to the community.

6. Continuing Education:

- a. Comply with state and professional continuing education requirements.
- b. Annual review of licensures/certifications.
- c. Annual review of clinic policies and procedures and infection control regulations will be provided by Clinic Manager

- d. Annual review of Personnel Policies and Procedures provided by Executive Director

*Receive an annual evaluation by the Clinic Manager regarding operational matters and job performance.

I have reviewed this job description and agree that it accurately represents the job I am hired to perform at Hope Clinic. I affirm that I am competent to perform these job duties. I release Hope Clinic from liability and attest to the correctness and completeness of the information I have submitted.

Print Name

Signature

Executive Director

Date

Date

*Hope Clinic is an equal-opportunity employer.
**This information is PRIVATE and CONFIDENTIAL. Discussion of salaries with other employees is grounds for dismissal.