



Job Title: Assistant Director / Healthcare Professional (Allegan)

Reports Directly To: Center Director and consults with Nurse Manager for medical protocol.

Primary Objectives: The Healthcare Professional is responsible to provide quality client care, medical services, and assist with volunteer management, in addition to assisting the Leadership Team in providing excellent medical care, bringing awareness, promoting client activity, displaying a positive presence in the community, fostering community relationships, and raising funds.

Key Responsibilities:

- Make prayer an integral part of the day-to-day operation.

Center Management:

- Lead prayer time at the beginning of each shift, when the Center Director is not available.
- Oversee the pregnancy center when the Center Director is not in the office.
- Answer phones and counsel with clients when volunteers are not available.
- Assist in recruiting possible volunteers for the ministry, as directed by the Center Director.
- Help to ensure the quality of all client service activities.
- Assist in volunteer in-service trainings and be present at trainings.
- Serve as a resource person and minister to the needs of volunteers.
- Assist Center Director to facilitate yearly evaluations of volunteers, as directed by Center Director.
- Assist Center Director with statistical information, including data entry.
- Keep current on all Lakeshore Pregnancy Center's policies and procedures.
- Complete specific duties as assigned by the Center Director.

Positive Options Duties:

- Assist Sonographer, Nurse Manager, and/or Medical Administrator to maintain accurate client medical records.
- Provide education for clients and family to develop an understanding of their health.
- Be willing and able to talk about abortion and abortion procedures.
- Perform pregnancy tests.
- Assist in client follow-up care as per Policies and Procedures and/or as requested by Center Director.
- Be available as needed to meet with clients and answer incoming phone calls.
- Assure that clients feel welcome upon arrival for medical services.
- Reinforce the humanity of the unborn child with each client.
- Assist with infection control regulation and safety procedures in conjunction with Lead Nurse.
- Assist in inventory control of medical supplies and stocking supplies.

- Keep Sonographer, Nurse Manager, and/or Medical Administrator updated on medical needs or changes.
- Interact with the Center Director to relate client problems and goal setting.

Staff Development Duties

- Attend and contribute to events as requested by the Center Director.
- Attend and contribute to Staff Meeting and Medical Meetings regularly and special LPC events as requested.
- Attend medical team conferences and discussions as needed in evaluating our center services, policies, procedures, and protocols.
- Meet with the Lead Nurse and all medical staff at least annually.

Personal Development

- Attend medical conferences for professional training and information pertinent to the LPC ministry, upon request.
- Increase knowledge of obstetrical and gynecological care and women's health issues.
- Stay current on issues such as abortion/post abortion stress, adoption, abstinence, birth control, and STIs.
- Monitor daily flow, procedures, and medical services along with Lead Nurse Manager and Center Director.
- Keep current CPR certification.
- Complete LPC client advocate training within 6 months of hire.

Promotional/FundRaising

- Assist Center Director in fundraising, speaking or promotional events as needed.
- Attend and contribute to staff meetings and special events.
- Assist in planning and hosting of Volunteer Appreciation events.
- Lead tours of the Center.

Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Maintain and promote a lifestyle of sexual purity.
- Exhibit a strong commitment and dedication to the sanctity of all human life.
- Agree with and be willing to uphold the Mission, Vision, Core Values, the Statement of Faith, Statement of Principles, and policies of Lakeshore Pregnancy Center.
- Be in consistent fellowship at a local church.
- Hold a Certified Medical Assistant (CMA), or greater, license.
- Skilled in interpersonal communication, some public speaking ability, and problem solving skills.
- Possess or be willing to gain, a thorough understanding of pregnancy care center ministry and administration, having experience in client counseling, follow-up, and support.
- Possess a good knowledge of human reproduction and conception, fetal development, abortion techniques, methods and after affects, and the ability to effectively articulate these areas with a variety of audiences

- Proficiency in computer skills.
- Possess the ability to manage several tasks at the same time.
- Ability to handle sensitive and confidential information with integrity and diplomacy.
- Ability to establish and maintain cooperative working relationships
- Ability to carry out responsibilities with little or no supervision.

Training:

- Attend Pregnancy Center Volunteer Training
- Take the online Centers of Excellence Training
- Attend conferences, seminars and workshops as agreed upon by Executive Director.
- Take bi-annual Restoration Days.

Physical Demands:

- Ability to frequently use a computer and telephone.
- Ability to physically navigate both in and out of the office.
- Ability to drive and travel.

Employment Status:

Part-Time Hourly – Average of 24 to 30 hours per week.

I acknowledge that I have received a copy of this job description.

Signature _____

Name (Printed) _____ Date ____/____/____

(Copy to be given to the individual with the original kept in his or her personnel file.)