Job Description

**PREGNANCY SERVICES DIRECTOR**

Revised February 2014; August 2018

**Objectives of the Position:** The Pregnancy Services Director leads the assigned service location and ensures that it provides adequate and appropriate services to clients.

**Reports to:** Vice President of Client Services

**Works collaboratively with:** Vice President of Client Services, other Client Service Directors, Nurse Manager, Sonographer, Client Service Assistant, and Secretary

**Supervises:** Nurse Manager, Sonographer, Secretary, and volunteers when on site

**Qualifications:**

1. Is a committed Christian who demonstrates a vital and wholesome personal relationship with Jesus Christ as Savior and Lord.
2. Demonstrates a strong commitment to living, teaching, and advancing the Gospel through the ministry and when representing the ministry to the community at large.
3. Demonstrates a strong adherence to the fundamental documents of the ministry including the ministry’s Statement of Faith, Christian Code of Conduct, Statement on Biblical Authority, Statement on Marriage, Gender, and Sexuality; Statement on the Sacredness of Human Life, the Gospel of the Kingdom of God, and the Ministry’s Bylaws.
4. Is willing to commit oneself to the regular study and application of scripture, the sharing of personal biblical revelation, personal and corporate times of prayer, and in the leadership of Godly worship.
5. Is capable of articulating the ministry’s fundamental beliefs, goals, and practical outreach to those in need.
6. Have a sincere desire to reach out to abortion-vulnerable and abortion-minded women and their significant others and hold a strong commitment to the pro-life position and sexual purity.
7. Be able to thrive in a culture where corporate worship, relational community, and corporate discerning of the Lord’s will, through prayer, is woven into all aspects of our ministry
8. Excellent interpersonal, communication (oral and written), organization, public speaking and problem solving skills
9. Be self-motivated, dependable, responsible, and able to carry out responsibilities with little supervision within a team environment
10. Be able to work a schedule that includes regular evening hours, and possibly weekend hours, as necessary, in order to ensure service availability to abortion-determined clients.
11. Innovative mindset that enjoys creative problem-solving in a collaborative environment
12. Able to implement strategy to fulfill communicated organizational goals
13. Proficiency with Microsoft Office suite, office equipment, and mobile devices
14. Able to lift and carry (over short distances) 30 pounds of equipment at a time
15. Possess a valid driver’s license and insurance, and a reliable personal vehicle
16. Experience in PRC ministry, pastoral counseling, social work, and/or medical services preferred

**Clearances:** The Pregnancy Service Director must provide successful completion of a Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance, and the FBI fingerprint based criminal background clearance prior to employment.

**Duties:**

1. Oversee administration of all general service location operations
2. Provide spiritual and managerial supervision to operations
3. Coordinate daily and monthly schedule of volunteers and clients
4. Oversee client record keeping and review client charts weekly
5. Oversee effective follow-up of clients by volunteers
6. Communicate with volunteers on a regular basis
7. Coordinate the ordering of pregnancy tests, gloves, etc.
8. Provide monthly client reports
9. Provide client stories, ministry highlights and other information for ministry publications and promotions as requested
10. Oversee administration of ultrasound services (if applicable)
    1. Ensure efficiency, accountability and appropriate delegation of ultrasound tasks
    2. Maintain an evaluation system that continuously assesses programs and services and provide recommendations for continuous improvement to Vice President of Client Services
    3. Assure that client services are appropriate and adequate
11. Oversee all limited ultrasounds
12. Supervision and training
    1. Ensure qualified volunteers are working with clients
    2. Screen and interview potential volunteers according to policy
    3. Administrate volunteer training as needed
    4. Conduct volunteer meetings as needed
    5. Select, train, supervise, nurture, mentor and evaluate volunteers
    6. Provide spiritual and managerial support, direction and supervision to paid staff.
    7. Ensure that team spirit, good communication, motivation, procedural follow-through, and ministry effectiveness are achieved. Be available to address staff concerns.
    8. Assist Vice President of Client Services with screening/selecting paid staff members
13. Client advocacy and education
    1. Meet with clients when volunteers are unavailable
    2. Handle difficult cases which require intensive help and support
    3. Ensure clients receive comprehensive community referrals to address needs that are beyond the scope of services offered by SVPS.
14. Public relations
    1. Develop and maintain good working relationships with agencies, physicians, hospitals, medical organizations, churches and organizations that refer clients or accept referrals from the ministry
    2. Develop and maintain positive working relationships with local churches, community groups and organizations, and pro-life ministries. Participate in worthwhile community meetings and network with related organizations. Attend such meetings as able, keeping the smooth operation of the service location a priority.
    3. Attend pertinent workshops and meetings to further knowledge and networking
    4. Represent ministry services to the community to increase clientele, volunteer help and financial support
    5. Oversee and participate in ministry and community information fairs as requested
    6. Write articles and supply photos for ministry publications and promotions as requested
    7. Conduct tours of the clinic for supporters, pastors, community group representatives, etc.
15. Staff duties
    1. Interact with Vice President of Client Services to relay client or staff needs, progress of clinic, problems, etc.
    2. Participate in board meetings as requested
    3. Supply all assigned reports for board packets; and weekly location updates to Vice President of Client Services

1. Participate in administration of general client services with Vice President of Client Services and other client services staff
2. Participate in client services meetings
3. Assist with purchase of volunteer Christmas gifts and volunteer appreciation gifts
4. Participate in revising/updating *Directory of Community Services* on a regular basis
5. Preview and suggest literature and material that will benefit clients
6. Participate in volunteer trainings as requested by Vice President of Client Services
7. Participate in administration of volunteer appreciation events
8. Participate in development of standardized office forms and procedures
9. Administrate volunteer meetings as needed
10. Other
11. Attend conferences and seminars to increase personal effectiveness
12. Uphold the Statements of Vision, Mission, Faith, Principle and Pro-Life Standard; and uphold the policies and procedures of the ministry
13. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per Employee Handbook
14. Act as a liaison between the ministry and partner organizations in area of geographical responsibility and seek avenues to expand/develop those partnerships as appropriate.

I have read and understand the contents of my job description.

Employee’s signature Date