

Essential Pregnancy Services

Staff Client Advocate Job Description

Position: Staff Client Advocate

Hours: As arranged by Director of Client Services

Revised: January 2017

Current Salary: \$10/hour

Time commitment: 15 hours/week

Position Purpose: Provide Client Services support to the Benson and Maple Village locations.

Nature and Scope of Accountability: Hired by the Director of Client Services who evaluates position's annual evaluation of job performance and satisfaction.

Principal Accountabilities:

To serve as a Client Advocate who meets with clients facing a crisis pregnancy. Being able to discuss the right to choose includes the right to know the facts about abortion in a loving, compassionate, respectful and truthful approach.

1. Provide client pregnancy and STI screenings
2. Review advocate level options counseling as it relates to pregnancy, adoption and abortion.
3. Works collaboratively with Nursing Staff to provide the EPS 'Essentials' process as it relates to the client interview participating in the scheduling of a client's ultrasound.
4. Provides clients with an overview of the EPS 'Mothers Matter' program along with giving a tour of the Benson Center EPS Boutique. Become familiar with the educational classes and professional counseling available to EPS clients.
5. Works in tandem with the 'Client Services Specialist' as it relates to serving clients

Performs the duties of being a Client Advocate at both the Benson and Maple Village Centers.

Assists with additional client services duties when needed.

Knowledge/Skills/Abilities: Commitment to the EPS Mission Statement: 'dedicated to assisting women and families with unplanned pregnancies by helping them build a healthy future through support, education, health services, material assistance and referrals. Possess good interpersonal skills. Ability to carry out a variety of tasks as directed by the Director of Client Services.

Experience/Education: High School Diploma

Technical Skills: Basic computer skills to complete iPad Database client entries.