

Care Net Pregnancy Services of Northern Kentucky

TITLE:	Center Assistant	REPORTS TO:	Center Director
LOCATION:		STATUS:	Non-Exempt
		SUPERVISES:	Volunteers

PRIMARY FUNCTION

- Assist Center Director in day to day tasks of the center operation
 - Assist Center Director working in concert with the Director of Client Services/Medical Manager to ensure the quality of services provided within the center
 - Assist in data entry, client tracking and follow-up
 - Relate Client/Volunteer needs and concerns to the Center Director
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PRINCIPAL DUTIES

- Communicate policy and procedures to Volunteers to ensure compliance with center standards as put forth by the Director of Operations
 - Input weekly updates in Ekyros including new and existing Client information
 - Fill in for Center Director when needed
 - Function as an advocate or mentor as needed
 - Work in concert with the Center Director to maintain correspondence and reporting to Social Workers assigned to client cases
 - Prepare and maintain Client files and information packets
 - Assist the Medical Manager and Nurses with all medical services
 - Attend and assist at Volunteer trainings and in-service days
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KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS

- High School diploma or GED equivalent or at least 1 year work related/ Volunteer experience in a ministry capacity
 - Strong and effective interpersonal and communication skills
 - Intermediate PC skills in a Windows based environment
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SPECIAL REQUIREMENTS

- Be a committed Christian who demonstrates a personal relationship with God and exhibits a strong commitment to the Pro-Life position
- Attend Center Advocate Volunteer training and/or review DVD version
- Candidate must be able to work under pressure and meet deadlines
- Candidate must be detail oriented and organized
- Candidate must be able to multi-task and work independently