

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 and meeting with clients.
 - Assist center director 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 patient/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 client services.
 - Assist the medical manager and nurses with all medical services.
 - Input weekly updates in Ekyros including new and existing patient/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 patient/client cases.
 - Prepare and maintain patient/client files and information packets.
 - Assist in assigning patients/clients to mentor volunteers.
 - Update and maintain all statistical information regarding patient/client programs.
 - Update lesson tracking sheets for all programs: pull, review and record data including notes.
 - Review lesson tracking sheets and inventory car seats, baby beds and gift cards to determine purchase needs and communicate same to center director.
 - Update waiting lists for all programs clients with new intakes.
 - Track and flag patient/client files as they approach program completion to ensure surveys, evaluations and release forms are completed before distribution of crib and car seat incentives.
 - Accurately update lesson tracking sheets and check for accuracy for end of month reporting.
 - Maintain educational materials needed for all patient/client programs.
 - 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 one (1) year work-related/volunteer experience in a ministry capacity.
- Strong and effective interpersonal and communication skills.
- Intermediate computer skills in a Windows-based environment.

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SPECIAL REQUIREMENTS

- Candidate must be a committed Christian who demonstrates a personal relationship with God and exhibits a strong commitment to the pro-life position.
- Candidate must 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.