

Care Net Pregnancy Services of Northern Kentucky

TITLE:	Bilingual (English/French) Advocate/Mentor	REPORTS TO:	Center Director
LOCATION:	Florence	STATUS:	Non-exempt
		SUPERVISES:	Not Applicable

PRIMARY FUNCTION

- Provide French and English language interpretation and translation to serve women seeking abortion services, confirmation of pregnancy and facilitate predesigned educational curriculum providing support, encouragement, prayer and referrals.
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PRINCIPAL DUTIES

- Provide translation for crisis intervention support for each client in an atmosphere of warmth and compassion through active listening skills
 - Follow all policies, procedures, and Care Net best practices
 - Must be comfortable with providing education on and discussing abortion procedures and methods from Care Net approved, sourced information
 - Must be able to respect and keep client information confidential
 - Provide information on parenting, adoption, and foster care
 - Be open and non-judgmental and ask personal questions using active listening
 - Look for teachable moments to share the Gospel and pray with clients
 - Follow-up with clients according to the policies and guidelines of Care Net and HIPAA practices
 - Execute facilitation of Care Net's predesigned programs either in person or virtually

 - Maintain all client records as indicated in Care Net's policies and guidelines
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KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS

- Provide interpretation and translation from English language to French language with regards to clients and documents
 - 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 IOS and Windows based environment
 - Background in counseling and/or crisis intervention training preferred, but not required
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SPECIAL REQUIREMENTS

- Attend Center Orientation and Advocate Volunteer training
- Be a committed Christian who demonstrates a personal relationship with God and exhibits a strong commitment to the Pro-Life position
- Agree with and be willing to uphold the Commitment of Care, Statement of Faith, and policies, procedures, and best practices
- Learn and utilize mobile intake process using Care Net's database system EKYROS
- Be dependable, stable, and capable of following through on commitments.

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- Exhibit a sincere desire to reach out with the love of Jesus to people in distress
- Understand basic interpersonal dynamics
- Be able to identify and adjust to a client's pace of progress and growth
- Attend Volunteer Continuing Education Training events