

Care Net Pregnancy Services of Northern Kentucky

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| TITLE: | Multi-location Center Assistant | REPORTS TO: | Center Director |
| LOCATION: | All Centers | STATUS: | Non-exempt |
| | | SUPERVISES: | Volunteers |

PRIMARY FUNCTION

- Work in conjunction with client care team to provide services for clients and center operation.
- Assist center director in concert with the director of client services/medical manager/programs coordinator 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.

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.
- In absence of center director fulfill center director duties
- Travel to and fulfill duties of center director or assistant as needed at other center locations
- Function as a mentor as needed.
- Work in concert with the programs coordinator to maintain correspondence and reporting to social workers assigned to patient/client cases.
- Prepare and maintain patient/client files and information packets.
- Work with mentors and assist in program logistics
- 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 training and in-service days.

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.
- Travel to centers as needed
- Bilingual English/ Spanish and or French fluent in written and spoken communication preferred

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- 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 complete center training courses
- 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.