

## Care Net Pregnancy Services of Northern Kentucky

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<b>TITLE:</b>	Client Intake Specialist	<b>REPORTS TO:</b>	Center Director
<b>LOCATION:</b>	Williamstown Center	<b>STATUS:</b>	Part Time Hourly, Non-Exempt

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### PRIMARY FUNCTION

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- Provide the first point of contact for clients seeking services at Care Net
  - Assist Center Director/Center Assistant in day to day tasks of the center operation
  - Assist Center Director working in concert with the Director of Client Services/Nurse Manager to ensure the quality of services provided within the center
  - Relate Client/Volunteer needs and concerns to the Center Director
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### PRINCIPAL DUTIES

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- Field all phone calls and assess client need and schedule appointments as needed.
  - Maintain and update all appointment activity.
  - Communicate policy and procedures to volunteers to ensure compliance with center standards
  - Prepare and maintain Client files and information packets
  - Attend and assist at Volunteer training and in-service days
  - Travel to and fulfill duties of Client Intake Specialist as needed at other locations
  - All other duties as assigned.
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### KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS

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- 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
  - Bilingual in Spanish or French not required yet preferred
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### SPECIAL REQUIREMENTS

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- 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
- 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