

Client Services Associate-Part Time Position

www.assuranceforlife.org

Pay Range: \$19.25-20 per hour

Hours: 20 hours per week

Client Services Associate Job Responsibilities:

Provides counseling services to women of all ages facing unplanned pregnancies and struggling with past abortions.

Client Services Associate Qualifications:

Recognizing that Assurance for Life is a Christian ministry, personal faith in Jesus Christ, agreement with Assurance for Life's Statement of Faith, and active membership in a local congregation are essential qualifications.

Degree in counseling, social work, or a related field and/or experience in those fields are strongly preferred. Experience working with volunteers and in pregnancy centers is helpful. Bi-lingual English/Spanish speaking preferred but not required.

This person must be fully committed to the sanctity of human life, biblical standards for sexuality, and sharing the love, grace, and truth of Jesus as Lord and Savior.

Training in pregnancy center best practices will be provided.

Client Services Associate Job Duties Include:

- Joins with the rest of the Assurance family in lifting up all aspects of the ministry's work in prayer.
- Shares Jesus Christ with clients, volunteers, visitors, staff, and others through reflecting His love, compassion, care, grace, mercy, and truth.
- Provides clients and visitors a warm and compassionate welcome and accurate information about services in person, on the telephone, or online when asked to staff those roles.
- Maintains a caseload of clients providing intake, options information, spiritual information, support and advocacy, follow-up communications, and community referrals.
- Serves as an active member of the Client Services Team working together to strive for excellence in services through continuous improvement.
- Works in coordination with all members of the Client Services and Medical teams to ensure adequate coverage during operating hours as well as timely and excellent care for clients.
- Keeps accurate and up-to-date case records.
- Makes public speaking appearances on behalf of the ministry as requested.
- Helps secure stories for communications including newsletters, emails, videos, and websites.
- Participates in events as requested on evenings and weekends including but not limited to fundraising events, appreciation events, awareness-building events, training opportunities, and outreach events.
- Contributes to the team effort by accomplishing other duties as needed.

Application Process:

Please submit cover letter, application, resume, and references, including one from a pastor in your church to heather@assurancecare.org.