



Intern

JOB DESCRIPTION

Department: Client Services

Reports to: Family Services Manager

FLSA Classification: Non-Exempt

Status: Part-Time

Hours: 24 hours per week preferred; T, W 8:30-4:30, Th 11:30-7:30

Length: 6-12 months preferred

Supervision

Will be under the supervision of the Family Services Manager

Supervises

Non-supervisory Role

Qualifications:

1. Bilingual – Fluent in both English and Spanish
2. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior and is accountable to a local Bible-believing church.
3. Exhibit strong commitment to the sanctity of all human life.
4. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
5. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization.
6. Be dependable, punctual, and committed to the ministry of Choices.
7. Excellent writing, speaking and communication skills.
8. Strong organizational, problem solving and administrative skills.
9. Be able to carry out responsibilities with little or no supervision and complete tasks as requested.
10. Ability to handle client and patient information with confidentiality and sensitivity.

Administrative Duties:

1. Welcome and greet patients and clients warmly.
2. Keep the reception areas and volunteer offices stocked, organized and tidy.
3. Instruct clients and patients on how to complete intake and registration forms.

4. Review intake and registration documents carefully for completion and accuracy.
5. Communicate with staff, patient advocate, and/or nurse of patient's arrival.
6. Notify Men's Services of male clients.
7. Oversee tasks such as making copies, filing, and filling brochure holders.
8. Check out clients as they leave, scheduling their next appointment if appropriate.
9. Keep the reception area and front office organized and tidy.
10. Oversee related tasks such as making copies, offering water to clients & their guests, etc.
11. Enter intake forms into data base.
12. Maintain high level of confidentiality regarding Patient/Client information.
13. Attend trainings as requested.

Medical Services Duties:

1. Openly discuss options with patient.
2. Educate patients on abortion, adoption, risky sexual behavior, STI's, as appropriate.
3. Advise patients on appropriate referral partners such as social services, WIC, TennCare etc.
4. Provide emotional and spiritual support.
5. Enter client assessments into data base.
6. Chaperone Ultrasounds as needed.

Family Services Duties:

1. Encourage moms to participate in the Earn While You Learn educational program.
2. Assess areas of need and provide referrals and resources.
3. Encourage spiritual growth.
4. Assist in goal setting.
5. Maintain accurate records of interactions, referrals, and baby bucks.