



## **Men's Services Coordinator**

### **JOB DESCRIPTION**

**Department:** Client Services

**Reports to:** Men's Services Director

**FLSA Classification:** Non-exempt

**Status:** Full-time

**Hours:** 37– 40 hrs. per week

Tuesday 8:30 a.m. – 7:30 p.m. (or 11:30 a.m. – 7:30 p.m.)

Wednesday 8:30 a.m. – 4:30 p.m.

Thursday 8:30 a.m. – 4:30 p.m.

Friday 8:30 a.m. – 4:30 p.m.

Saturday 8:30 a.m. – 1:30 p.m.

### **Position Summary**

The Men's Client Care Coordinator will provide education on pregnancy options (abortion, adoption, and parenting), discuss sexual risk avoidance and sexually transmitted infections, offer community referrals as needed, facilitate fatherhood classes, and aid in the recruiting and training of volunteers.

### **Supervisor**

The Men's Services Client Care Coordinator reports to the Men's Services Director. There will be a yearly written and oral evaluation as well as regular one-on-one meetings with the Men's Services Director.

### **Supervises**

Assist in the supervision and training of male volunteers.

### **Qualifications**

1. Bilingual in English and Spanish preferred but not required
2. Ability to provide support and guidance to clients and patients from various backgrounds.
3. Strong organizational, problem-solving, and administrative skills, as well as being dependable and punctual.
4. 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.
5. Exhibit a strong commitment to the sanctity of all human life.

6. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
7. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization, and is committed to the Ministry of Choices.

### **Responsibilities**

1. Meet regularly with male companions of patients attending pregnancy testing, ultrasound, or other medical appointments. Discuss options compassionately and without judgment, communicating clearly.
2. Facilitate fatherhood-focused classes for individuals, couples, and groups.
3. Assess client areas of need and provide referrals and resources, acting as a liaison between Choices and the referring agency when appropriate. Encourage spiritual growth and assist in goal setting.
4. Provide administrative support such as copying, filing, charting, answering phones, texts, client follow-ups, and emails while maintaining confidentiality of client and patient information.
5. Update the resource and referral notebook. Ensuring that referrals are up-to-date and appropriate for Choices' clients and patients. Request brochures and information from partnering agencies.
6. Assist in the interviewing, training, support, and supervision of male volunteers, ensuring that our volunteers have the tools necessary to support our clients.
7. Shared team duties: Participate in the organization, tidiness, and cleanliness of the reception area, lobby, bathrooms, lab, volunteer room, etc.

### **General Staff Duties:**

As requested by your supervisor or Executive Director

1. Attend staff meetings.
2. Attend on-going training and conferences (may require travel).
3. Attend Choices events and other events as needed.
4. Participate in representation to churches and organizations.
5. Take an active role in the organization's network strategy, including hosting a table at the annual Choices Fundraising Banquet.
6. Commit to being an active learner, staying educated about life issues as well as professional development.