



## **Volunteer: Medical Services Receptionist**

### **Position Summary:**

Responsible for greeting and welcoming patients/clients and visitors. Assist them through the check-in and check-out process as well as scanning documents.

### **Qualifications:**

1. 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.
2. Exhibit strong commitment to the sanctity of all human life.
3. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
4. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization.
5. Be dependable, punctual, and committed to the Ministry of Choices.
6. Strong organizational, problem-solving, and administrative skills.
7. Ability to handle client and patient information with confidentiality and sensitivity, respecting and promoting patient rights.
8. Excellent listening, verbal, and written communication skills.
9. Ability to carry out responsibilities with little or no supervision and complete tasks as requested.
10. Ability to communicate the vision and mission of Choices with clarity and represent Choices' values.
11. Ability to work with a multi-generational staff and be a unified, committed team player.
12. Strong organizational and administrative skills.
13. Proficiency in MS Office and Windows.
14. Teachable spirit and functions well in a team environment.
15. Have a friendly and cheerful disposition.

### **Responsibilities:**

- Welcome and greet patients warmly.
- Instruct patients on how to complete intake and registration forms.
- Review intake and registration documents carefully for completion and accuracy.
- Communicate with staff, patient advocate, and/or nurse of patient's arrival.
- Notify Men's Services of male clients.
- May be asked to help with paperwork and data entry.
- Check out patients as they leave, ensuring they have all instructions and information needed. If it's a pregnancy test patient, assist staff with scheduling an ultrasound appointment and providing related forms and instructions.
- Keep the reception area and front office organized and tidy.
- Oversee related tasks such as making copies, offering water to patients and their guests, etc.
- Attend volunteer training.

**Supervisors:** Volunteer Coordinator, Patient Care Manager, Client Services Director



## **Volunteer: Medical Services Patient Advocate (PA)**

### **JOB DESCRIPTION**

#### **Position Summary:**

Meets with patients who have made an appointment for a pregnancy test. Demonstrates the love of Christ by exhibiting compassion, speaking truth, and reserving all judgment.

#### **Qualifications:**

1. 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.
2. Exhibit strong commitment to the sanctity of all human life.
3. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
4. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization.
5. Be dependable, punctual, and committed to the Ministry of Choices.
6. Strong organizational, problem-solving, and administrative skills.
7. Ability to handle client and patient information with confidentiality and sensitivity, respecting and promoting patient rights.
8. Excellent listening, verbal, and written communication skills.
9. Ability to carry out responsibilities with little or no supervision and complete tasks as requested.
10. Ability to communicate the vision and mission of Choices with clarity and represent Choices' values.
11. Ability to work with a multi-generational staff and be a unified, committed team player.
12. Strong organizational and administrative skills.
13. Proficiency in MS Office and Windows.
14. Teachable spirit and functions well in a team environment.
15. Have a friendly and cheerful disposition.

#### **Responsibilities:**

- Assess client's current physical, mental, spiritual, and/or emotional state.
- Openly discuss options with the patient.
- Educate patients on abortion, adoption, sexual risk avoidance, and parenting as appropriate.
- Advise patients on appropriate referral partners such as social services, WIC, TennCare, etc.
- Provide emotional and spiritual support.
- Enter client assessments into the database.
- Complete follow-up calls assigned by staff.
- Attend volunteer training.

**Supervisors:** Volunteer Coordinator, Patient Care Manager, Client Services Director



## **Volunteer: Medical Services Medical Professional**

### **JOB DESCRIPTION**

#### **Position Summary:**

Nurse: We're seeking RNs to perform pregnancy and STI tests. A current nursing license is required.

#### **Qualifications:**

1. 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.
2. Exhibit strong commitment to the sanctity of all human life.
3. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
4. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization.
5. Be dependable, punctual, and committed to the Ministry of Choices.
6. Strong organizational, problem-solving, and administrative skills.
7. Ability to handle client and patient information with confidentiality and sensitivity, respecting and promoting patient rights.
8. Excellent listening, verbal, and written communication skills.
9. Ability to carry out responsibilities with little or no supervision and complete tasks as requested.
10. Ability to communicate the vision and mission of Choices with clarity and represent Choices' values.
11. Ability to work with a multi-generational staff and be a unified, committed team player.
12. Strong organizational and administrative skills.
13. Proficiency in MS Office and Windows.
14. Teachable spirit and functions well in a team environment.
15. Have a friendly and cheerful disposition.

#### **Responsibilities:**

- Administer pregnancy and STI tests with accuracy and compassion.
- Educate patients on reproductive health, test results, and follow-up care.
- Maintain patient confidentiality and proper documentation.
- Uphold current medical standards and comply with center protocols.
- Explain procedures to patients in a supportive and professional manner.
- Accurately document and report findings to the medical team.
- Provide emotional support to patients during their appointments.
- Maintain equipment and ensure a clean, safe environment.

**Supervisors:** Volunteer Coordinator, Nurse Practitioner, Client Services Director



## **Volunteer: Family Services Receptionist**

### **JOB DESCRIPTION**

#### **Position Summary:**

Responsible for greeting and welcoming patients/clients and visitors. Assist them through the check-in process.

#### **Qualifications:**

1. 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.
2. Exhibit strong commitment to the sanctity of all human life.
3. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
4. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization.
5. Be dependable, punctual, and committed to the Ministry of Choices.
6. Strong organizational, problem-solving, and administrative skills.
7. Ability to handle client and patient information with confidentiality and sensitivity, respecting and promoting patient rights.
8. Excellent listening, verbal, and written communication skills.
9. Ability to carry out responsibilities with little or no supervision and complete tasks as requested.
10. Ability to communicate the vision and mission of Choices with clarity and represent Choices' values.
11. Ability to work with a multi-generational staff and be a unified, committed team player.
12. Strong organizational and administrative skills.
13. Proficiency in MS Office and Windows.
14. Teachable spirit and functions well in a team environment.
15. Have a friendly and cheerful disposition.

#### **Responsibilities:**

- Welcome and greet clients warmly.
- Instruct clients on how to complete any forms, if needed.
- Review documents carefully for completion and accuracy.
- Communicate with staff and/or mentor of client's arrival.
- Notify Men's Services of male clients.
- Check out clients as they leave: schedule their next appointment, calculate points spent for Baby Boutique items, and provide any other related information and support.
- Keep the reception area and front office organized and tidy.
- Oversee related tasks such as making copies, offering water to clients and their guests, etc.
- Attend volunteer training.

**Supervisors:** Volunteer Coordinator, Family Services Manager, Client Services Director



## **Volunteer: Family Services Mentor**

### **JOB DESCRIPTION**

#### **Position Summary:**

Meets with clients in-center and offer encouragement and support during pregnancy and the first year of the baby's life. The mentor will demonstrate Christ's love by encouraging and speaking truth into the client's life.

#### **Qualifications:**

1. 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.
2. Exhibit strong commitment to the sanctity of all human life.
3. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
4. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization.
5. Be dependable, punctual, and committed to the Ministry of Choices.
6. Strong organizational, problem-solving, and administrative skills.
7. Ability to handle client and patient information with confidentiality and sensitivity, respecting and promoting patient rights.
8. Excellent listening, verbal, and written communication skills.
9. Ability to carry out responsibilities with little or no supervision and complete tasks as requested.
10. Ability to communicate the vision and mission of Choices with clarity and represent Choices' values.
11. Ability to work with a multi-generational staff and be a unified, committed team player.
12. Strong organizational and administrative skills.
13. Proficiency in MS Office and Windows.
14. Teachable spirit and functions well in a team environment.
15. Have a friendly and cheerful disposition.

#### **Responsibilities:**

- Encourage mom and/or dad to participate in the Earn While You Learn educational program.
- Assess areas of need and provide referrals and resources.
- Encourage spiritual growth.
- Assist in goal setting.
- Maintain accurate records of interactions, referrals, and baby bucks.
- Schedule follow-up visits with assistance with the receptionist.
- Attend volunteer training.

**Supervisors:** Volunteer Coordinator, Family Services Manager, Client Services Director



## **Volunteer: Family Services Group Aide**

### **JOB DESCRIPTION**

#### **Position Summary:**

Leads a small group of moms and children, facilitating meaningful conversation and offering spiritual encouragement and mentorship. Fosters connection and practical parenting support.

#### **Qualifications:**

1. 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.
2. Exhibit strong commitment to the sanctity of all human life.
3. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
4. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization.
5. Be dependable, punctual, and committed to the Ministry of Choices.
6. Strong organizational, problem-solving, and administrative skills.
7. Ability to handle client and patient information with confidentiality and sensitivity, respecting and promoting patient rights.
8. Excellent listening, verbal, and written communication skills.
9. Ability to carry out responsibilities with little or no supervision and complete tasks as requested.
10. Ability to communicate the vision and mission of Choices with clarity and represent Choices' values.
11. Ability to work with a multi-generational staff and be a unified, committed team player.
12. Strong organizational and administrative skills.
13. Proficiency in MS Office and Windows.
14. Teachable spirit and functions well in a team environment.
15. Have a friendly and cheerful disposition.

#### **Responsibilities:**

- Lead and facilitate small group discussions with moms, encouraging open and meaningful conversation.
- Provide spiritual encouragement through prayer, biblical truth, and personal testimony.
- Foster a welcoming and supportive environment for moms and children to connect.
- Offer practical parenting support and guidance, drawing from educational resources and personal experience.
- Coordinate with staff to ensure group materials and activities are prepared and available.
- Observe group dynamics and share any client needs or concerns with appropriate staff.
- Assist with group logistics, including set-up, clean-up, and hospitality (snacks, materials, etc.).
- Attend volunteer training.

**Supervisors:** Volunteer Coordinator, Family Services Manager, Client Services Director



## **Volunteer: Men's Services Male Mentor**

### **JOB DESCRIPTION**

#### **Position Summary:**

Meets with clients in-center and offers encouragement and support during the pregnancy and first year of the baby's life. The mentor will demonstrate Christ's love by encouraging and speaking truth into the client's life.

#### **Qualifications:**

1. 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.
2. Exhibit strong commitment to the sanctity of all human life.
3. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
4. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization.
5. Be dependable, punctual, and committed to the Ministry of Choices.
6. Strong organizational, problem-solving, and administrative skills.
7. Ability to handle client and patient information with confidentiality and sensitivity, respecting and promoting patient rights.
8. Excellent listening, verbal, and written communication skills.
9. Ability to carry out responsibilities with little or no supervision and complete tasks as requested.
10. Ability to communicate the vision and mission of Choices with clarity and represent Choices' values.
11. Ability to work with a multi-generational staff and be a unified, committed team player.
12. Strong organizational and administrative skills.
13. Proficiency in MS Office and Windows.
14. Teachable spirit and functions well in a team environment.
15. Have a friendly and cheerful disposition.

#### **Responsibilities:**

- Coach men one-on-one through pregnancy decisions without judgment.
- Encourage, support, and give truth to the client.
- Encourage spiritual growth and assess needs.
- Assist in goal setting.
- Maintain accurate records of interactions, referrals, and baby bucks.
- Schedule follow-up visits with assistance with the receptionist.
- Attend volunteer training.

**Supervisors:** Volunteer Coordinator, Men's Services Director, Men's Services Coordinator, Client Services Director



## **Volunteer: After Abortion Support (AAS) Mentor**

### **JOB DESCRIPTION**

#### **Position Summary:**

Meets with post-abortive clients as they journey toward hope and healing through mentoring and Bible study. The mentor will demonstrate Christ's love by sharing the Gospel and speaking truth into the client's life.

#### **Qualifications:**

1. 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.
2. Exhibit strong commitment to the sanctity of all human life.
3. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
4. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization.
5. Be dependable, punctual, and committed to the Ministry of Choices.
6. Strong organizational, problem-solving, and administrative skills.
7. Ability to handle client and patient information with confidentiality and sensitivity, respecting and promoting patient rights.
8. Excellent listening, verbal, and written communication skills.
9. Ability to carry out responsibilities with little or no supervision and complete tasks as requested.
10. Ability to communicate the vision and mission of Choices with clarity and represent Choices' values.
11. Ability to work with a multi-generational staff and be a unified, committed team player.
12. Strong organizational and administrative skills.
13. Proficiency in MS Office and Windows.
14. Teachable spirit and functions well in a team environment.
15. Have a friendly and cheerful disposition.

#### **Responsibilities:**

- Encourage clients to participate in group Bible study or one-on-one meetings.
- Provide emotional and spiritual support.
- Maintain accurate records of interactions.
- Be educated on abortion procedures and post-abortion care.
- Attend volunteer training.

**Supervisors:** Volunteer Coordinator, Director of After Abortion Support Services, Client Services Director