



**Job Description:** Spanish Services Advocate

**Position Objectives:** To provide life-affirming counsel, coordinate parenting education, and provide community resource access for Spanish-speaking clients by developing objectives and working with clients in one-on-one and group class settings

**Reports to:** Client Services Director and Executive Director

**Profile:**

- A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Has membership in a local church whose values mirror those in CHOICES statement of faith
- Able to provide pastoral reference
- Exhibits a strong commitment and dedication to the pro-life position and sexual purity
- Agrees without reservation to the Statement of Principle, Statement of Faith and CHOICES policies
- Has high school diploma or equivalent
- Has one year of experience as a volunteer in ministry setting with direct personal interaction
- Exhibits skill in interpersonal communication with proficiency in writing and speaking both English and Spanish
- Exhibits proficiency in MS Office programs, internet and office equipment
- Able to provide spiritual leadership, discipleship, and support to clients
- Able to carry out responsibilities with little or no supervision

**Responsibilities**

1. *Administration*

- Make prayer an integral part of the day-to-day culture
- Maintain all client records and scheduler as indicated in center policies and guidelines
- Develop and implement excellent client care by serving with Resource Specialists, Nurse Manager, and Center Managers on Client Care Team

2. *Public Relations*

- Maintain a working relationship with agencies, physicians, churches, and organizations that refer clients or accept referrals from CHOICES
- Attend community resource meetings pertaining to population of clients served
- Participate and assist in fundraising activities as requested by the Executive Director



### 3. *Client Services*

- Provide crisis intervention and abortion alternative counseling for those experiencing an unplanned pregnancy, including accompanying nurse in pregnancy test and ultrasound appointments
- Provide parenting support to Step Up Parenting Resource participants
- Educate clients regarding policies of center
- Provide spiritual encouragement, sharing the Gospel and directing to local church partners
- Utilize client database texting feature to stay in contact with clients
- Research and provide community referrals for clients and coach them to improve their ability to independently access community resources
- Counsel clients to set and achieve success goals, develop life skills, and/or sustain financial stability
- Plan, conduct, facilitate, or outsource group classes as part of the Client Care Team to meet client needs
- Stay abreast of community resources and procedures for referring clients to appropriate resources
- Maintain and update referral resource lists for volunteers and client use
- Inform the Client Services Director about needed educational materials and resources for client and volunteer use

### 4. *Volunteer Development*

- Participate in volunteer training and in-services as part of the Client Care Team, in coordination with Resource Specialists, Center Managers, Nurses, and other staff (as appropriate)
- Be available to volunteers for information, questions, and assistance

### 5. *Miscellaneous Duties*

- Attend scheduled (weekly and other) organizational meetings of CHOICES
- Perform other job-related tasks as assigned by the Executive Director

**Time Commitment:** Varies, depending on center hours

*The Spanish Services Advocate will receive a yearly written and oral evaluation by the Executive Director.*