



PARENT ADVOCATE

Volunteer Description

Proposed: February 16, 2018

Summary

The Parent Advocate is responsible for facilitating *Life Steps* parenting classes to educate our clients on pregnancy and parenting, as well as supervising and assisting clients as they shop in the Clothesline Boutique. They will provide literature and referrals that are relevant to the client's situation. They will be a support person for clients and provide a loving, non-judgmental atmosphere in order to build trust with and be there for each client.

Also, since Parent Advocates meet with their clients more frequently than Client Advocates do, relationships with clients are stronger and more frequent opportunities to share the Gospel occur.

Due to the nature of this being a multifaceted ministry with limited staffing, volunteers may be asked to perform miscellaneous duties outside of this volunteer description as requested by PRC administrators.

Reports To

Immediate Supervisor: Client Services Manager (CSM)

Secondary Supervisor: Operations Manager (OM)

Tertiary Supervisor: Executive Director (ED)

Faith-Based Ministry Qualifications

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Be a consistent witness for Jesus Christ, possessing and demonstrating excellent integrity
- Exhibit spiritual maturity as defined by Biblical standards
- Demonstrate a courteous and Christ-like manner in all relationships
- Have a heart of compassion and caring toward the hurting; passionate about ministering life transformation in a life-affirming ministry setting
- Exhibit a strong commitment and dedication to the sanctity of human life
- Agree with and be able to uphold without reservation the *Statement of Faith*, *Statement of Principle*, *Statement of Mission & Vision* and the *Commitment at the Center*

Essential Duties & Responsibilities

- In a loving and appropriate manner seize upon God provided opportunities to share the Gospel
- Prepare and facilitate *Life Steps* parenting classes
- Educate clients about other relevant PRC programs and provide them appropriate referral lists.
- Educate clients about pregnancy, parenting, adoption, abortion, healthy relationships, abstinence etc.
- Keep accurate records of client interactions and follow-up calls
- Supervise and assist clients shopping in the Clothesline Boutique

Education and Experience

- High school diploma or equivalent
- Experience in parenting or counseling (a plus but not required)
- Basic knowledge of medical terminology (a plus but not required)
- Helpful to be bilingual (but not necessary)

Key Competencies

- Ability to communicate verbally with confidence and clarity
- Ability to listen actively and respond with empathy
- Ability to follow instructions properly
- Ability to understand and respond to non-verbal signals
- Maintain a neat and well-groomed appearance
- Maintain confidentiality and show discretion
- Adhere to ministry policies and procedures
- Ability to remain calm under pressure
- Experience in information and time management
- Attention to detail
- Show initiative
- Must be reliable
- Must be able to adapt quickly and easily

Work Environment / Physical Demands

Regularly required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. Regularly required to stand, walk, stoop, kneel, crouch or crawl. Must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.