



Job Description

Patient Advocate

General Description

A Patient Advocate of Hope Women's Centers works under the direction and oversight of the Center Director. The Patient Advocate functions as instructed by the Center Director to carry out the mission and vision of Hope Women's Centers in a manner of excellence and integrity.

Supervision

The Patient Advocate will be under the supervision of the Center Director. There will be a yearly written and oral evaluation.

Qualifications

1. Committed Christian who has and demonstrates a personal relationship with Jesus Christ as Savior and Lord, as defined in the Bible.
2. Exhibit strong commitment and dedication to the pro-life position, to sexual purity, and to complete confidentiality.
3. Sign prior to hire that you agree with and will uphold the Statement of Faith, the Statement on Marriage and Sexuality, the Statement on the Family, and our Statement of Principle and Core Values.
4. Agree with and uphold the Policies and Procedures of the organization as outlined in the most current edition of the board-approved Policies and Procedures Manual.
5. Be an active affiliate of a local Bible-believing church and provide a pastor's reference along with the employment application.
6. Exhibit skill in interpersonal communication.
7. Be able to provide spiritual leadership and support to patients.
8. Be able to develop and implement the mission and vision as goals are set by the board of directors.
9. Employees are required to participate in and/or lead staff devotional times, prayer times, and Bible studies as requested.

Roles and Duties

General:

1. To make prayer an integral part of daily life, both in practice and by example.
2. To understand that Hope Women's Centers is a Christian organization, and that the employees and volunteers of Hope Women's Centers act in a role similar to ministers, missionaries, and Bible teachers.
3. To follow policies and procedures to ensure consistent operations in all centers.

Administrative:

1. To enter data for accurate record-keeping and effective follow-up of patients.
4. To handle routine business calls related to center business; refer calls as necessary.
5. To maintain good communication with the Center Director on issues relating to patients or staff needs, progress, problems, goal setting, and implementation for all aspects of the pregnancy medical clinic.

General Staff Duties:

- To provide patient advocacy services for patients
- To work with the medical staff to ensure smooth transition between the patient advocacy program and the delivery of medical services.
- To complete the required training and attend quarterly training opportunities
- To encourage volunteers to pursue learning via our Making Life Disciples program, Authentic Life Curriculum and the FPSSP Basic Patient Advocacy Training Course.
- Attend all prayer times and staff meetings
- Attend all Hope events (SOHLS, Legacy Partners Dinner, Walk for Life) and any other events as needed by ED
- Commit to being an active learner and staying educated about the life issue

The role of the Patient Advocate furthers the mission of Hope Women's Centers by encouraging and equipping women and men to make informed decisions regarding unexpected pregnancies, and by ensuring that the love of God is shown in word and deed as the mission is carried out by performing the duties outlined in this job description.

This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Hope Women's Centers reserves the right to revise the job or to require that other or different tasks be performed as assigned.

As stated in the Policies and Procedures Manual, Part I, Page 2, Hope Women's Centers does not enter into employment contracts with its employees or volunteers. This Policies and Procedures Manual is not a contract, and it can be changed at any time. Hope Women's Centers recognizes the right of its employees and volunteers to terminate their employment/volunteer relationship with Hope Women's Centers at any time for any reason. Similarly, Hope Women's Centers reserves the right to terminate its employment and/or volunteer relationship with any employee or volunteer at any time for any reason.