



## Client Services Assistant

Job Description

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### Reports To

Center Director

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### Basic Function

The Client Services Assistant has the responsibility to help the Center Director and the Client Services Director meet the needs of our clients. This includes maintenance of files, and supervision of volunteers when the Center Director or Client Services Director is unavailable, acting as client advocate or receptionist.

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### Principal Responsibilities

#### Ministry responsibilities

- Assist with making prayer an integral part of the day-to-day operation of the center.
- Assist with maintenance of client files for the Center.
- Work on special projects as requested by the Center Director or CEO.

#### Volunteer Responsibilities

- Provide supervision, support and encouragement to volunteers as requested by Center Director.

#### Client Needs Responsibilities

- Assist with data entry of client files.
  - Provide initial counseling and services for clients when needed
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### Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit strong commitment and dedication to the pro-life position.
- Agree with and be willing to uphold the Core Values, Statement of Faith and Policies and Procedures of the ministry.

## **Qualifications Continued:**

- Have strong data entry skills as well as familiarity with Office 365.
- Ability to focus and avoid distraction in a busy environment.
- Exhibit an empathetic and non-judgmental attitude toward clients.
- Exhibit skill in interpersonal communication and problem solving.
- Be able to provide spiritual leadership, discipleship and support to the volunteers.
- Be able to carry out responsibilities with little or no supervision.
- Have an associate degree, preferably in a helping field, or related equivalent experience.
- Have at least one year of experience as a volunteer in a ministry.