# CLIENT ADVOCATE- Parenting Program Focus

The Client Advocate helps fulfill New Life Family Service's mission of assisting clients in life-affirming decisions with the love and compassion of Christ by providing quality services related to family, parenting support, and pregnancy.

**HOURS:** Full-time, 40 hours/week
**STARTING PAY RANGE:** $23.01 - $25.00/hour, depending on qualifications
**BENEFITS:** Medical, Dental, HSA, Life Insurance, Long-Term Disability, 403b Retirement Account, Accident Insurance, Paid Time Off and Holiday Pay

## REPORTS TO:

Every Family Program Manager (EFPM)

## POSITION RESPONSIBILITIES/CASEWORK:

- Provide direct services to individuals and families seeking pregnancy and early parenting support.
- Engage in parent coaching sessions with clients through an approved curriculum.
- Facilitate parent groups and Family Events utilizing approved curriculum.
- Conduct intakes for individuals and families to assess their immediate and ongoing needs and develop and implement a case plan.
- Provide support and counsel as appropriate along with referrals or coordination of services for other assessed needs.
- Assist EFPM in implementing program and curriculum updates in each office.
- Assist EFPM in training and providing ongoing support for Every Family volunteers.
- Assist EFPM in managing inventory for clothing closets.
- Conduct intakes for pregnancy tests and ultrasound appointments.
- Participate in networking meetings with other organizations and maintain current knowledge of community resources applicable to the needs of the caseload.
- Maintain accurate records of services provided according to agency standards.
- Conduct other duties as assigned by supervisor.

## POSITION QUALIFICATIONS:

- Bachelor's degree in child development, early childhood education, social work, counseling or related field strongly preferred.
- Two years professional experience strongly preferred.
- Experience working with families from diverse backgrounds strongly preferred.
- Spanish speaking preferred.
- Reliable transportation to travel to other offices as needed.

## STAFF EXPECTATIONS:

- Attend all New Life Family Services fundraising events.
- Attend weekly staff and prayer meetings.
- Participate in appropriate workshops and training sessions to ensure continuing professional development.

- Complete continuing education requirements for maintaining social work licensure.
- Keep current on best practices and trends in the fields of early parenting, child development, pregnancy care, adoption, sexual health and community resources.
- Serve at community and church related events representing New Life Family Services as needed.

## CORE VALUES & COMMITMENTS:

- Demonstrate a faith in Jesus Christ.
- Actively participate in a local church community.
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, & Code of Conduct.
- Exhibit strong commitment and dedication to the sanctity of human life.
- Exhibit strong commitment and dedication to sexual purity.
- Express a clear understanding of the inner workings of a Pregnancy Care Center.
- Exhibit ability to respect client & donor confidentiality through the safe keeping of related information.

## DIRECT REPORTS:

None