

Job Description **Office Assistant – Puyallup**

Objectives of the Position: The Office Assistant assists the Center Director & Assistant Client Services Director with center operations. Help maintain client files and statistics. Organize volunteers to get large projects completed, keep the office rooms tidy and perform general secretarial duties. The office assistant furthers Care Net of Puget Sound's religious mission by ensuring that all volunteers serving within the center are Christians believing in Christ alone for their salvation. The office assistant will also work with the Director and Office Manager to ensure the operations, atmosphere, and rapport of volunteer staff with clients and others follow Biblical standards.

Reports To: Center Director, Puyallup

Supervision: Oversees volunteers as assigned by the Client Services Director

FLSA Status and Job Classification: Part Time, Non-Exempt – 20 hours per week

Data Classification: IV - accesses PHI (Protected Health Information) and ePHI

Approved Access Levels: Tacoma Center Facility, Client Database, Sfax, Free Ultrasound Scheduler

Benefits: Paid Vacation, Paid Sick Time, Holiday Pay, 401K Retirement program after 90 days of employment.

Salary: \$18.50-\$19.25 per hour.

Qualifications and Requirements:

This position requires:

- A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and is actively attending a local Bible believing church; having an in-depth knowledge of Scripture and ability to apply that knowledge in one's personal life and in the day-to-day situations faced in the Center.
- Exhibit strong commitment and dedication to the biblical teachings of the sanctity of life, sexual purity, and marriage.
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and other Care Net of Puget Sound statements and policies related to core ministry principles.
- Expresses a sincere desire to reach out to abortion vulnerable and abortion minded women.
- Would never refer or advise a woman to have an abortion (When a situation rises where a woman's life is at risk, the clinic advocates taking measures to preserve her life, hoping that the woman and her child can both be saved.)
- Ability to maintain confidentiality.
- Proficient in computer skills and knowledge of word processing and spreadsheet programs, database programs.
- Minimum of 2 years' experience in office administration and customer service skills.
- Sufficiently healed from any past traumas in life. (Abuse, molestation, pregnancy loss*)

**Staff in direct client contact and experiencing a pregnancy loss will meet with the Healing Tide Director and complete the appropriate healing curriculum prior to meeting with clients. This information will be kept confidential.*

A. Essential Functions:

1. Ensure well-organized and friendly environment in the Center.
2. Help Director & Assistant Client Services Director (ACSD) with reception area volunteers when needed.
3. This position involves pregnancy coaching and ministerial service to our patients, clients, and others. Special training will be provided for each person serving at Care Net.
4. Fill in when volunteers are not available.
5. Maintain confidential client files.
6. Follow HIPAA policies and procedures and complete annual HIPAA and OSHA training requirements.
7. Helps ACSD enter client record data into ministry's client database, compiles monthly client statistics and coordinates with other Centers for report.
8. Assist Center Director & ACSD in scheduling, and other projects.
9. Assist ACSD in ordering materials.
10. Be willing to accept responsibility in program management (i.e., Pregnancy Tests, Medical Services, Parenting)

B. Volunteer/Staff Development

1. Helps the Director with on-the-job training of new volunteers.
2. Encourage and help equip volunteers in the Center.
3. Oversee volunteers on shifts when the Director or ACSO is not available.
4. Helps the Director in volunteer appreciation events and recognitions.

C. Center Management

1. Maintain a professional, courteous manner pleasing to the Lord in all interpersonal communication.
2. Adhere to the policies, principles, and procedures of Care Net, Heartbeat International, and our other national and state affiliates.
3. Keep the center facilities clean and organized.

D. Meetings

1. A member of Care Net of Puget Sound staff and will attend all-staff meetings, retreats, and functions for planning and team development.
2. A member of the support staff and will attend quarterly support staff meetings.
3. A member of the Puyallup Center staff and will attend team meetings set by the Center Director.

E. Physical Requirements and Work Assignment

1. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - i. The employee is regularly required to use hands to finger, handle, or feel; talk, hear, taste or smell. The employee is frequently required to stand, walk, reach with hands and arms, and maintain physical balance. The employee is occasionally required to sit and stoop. The employee is rarely required to kneel, crouch or crawl. The employee will regularly lift and or move items up to 10 lbs. The employee will sometimes lift and move up to 25 lbs. Vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
2. The work environment described is representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
 - ii. The noise level in the work environment is usually moderate; lighting is primarily florescent; can have days of high stress due to client situations and absent volunteer staff.

F. Image

1. As a representative of Care Net of Puget Sound, whether at the Center or on your own time, your actions and appearance will reflect on the ministry. It is important to be mindful of your service to Jesus Christ in all that you do as you reflect Christ to others.
2. Maintain a professional, compassionate Christ –centered Pregnancy Clinic and Family Services Center in your area of Puget Sound.
3. Take time for spiritual growth and needs.

Care Net Staff members adhere to the mission of Care Net of Puget Sound, its Statements, Operations, and the Policy and Procedures of the organization.