



Job Description **Office Manager – Tacoma**

Objectives of the Position: Assist the Client Services Director in center administration and operations. Help maintain client files and statistics. The office manager 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 manager will collaborate with the Director to ensure that all volunteers are trained and proficient in evangelism. The office manager will also collaborate with the Director to ensure the operations, atmosphere, and rapport of volunteer staff with clients and others follow Biblical standards.

Reports To: Client Services Director, Tacoma

Supervision: Oversees volunteers as assigned by the Client Services Director

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

Classification: Part Time, Non-Exempt – up to 32 hours per week

Pay Range: \$19.00 - \$20.00 per hour DOE

Benefits: Medical benefits available after 30 days of employment. Retirement Benefits available after 90 days of employment. Paid sick time and vacation after 90 days of employment.

Qualifications and Requirements:

This position requires:

- A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit strong commitment and dedication to the biblical teachings of the sanctity of life, sexual purity, and marriage.
- Agree with and uphold the ministry statements and the organization's policies and procedures.
- 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.
- Computer skills and knowledge of Microsoft 365 and database programs.
- Basic office skills and ability to operate office equipment (scanner, copier, etc.)
- Trained in direct client care and an understanding of the Care Net of Puget Sound ministry
- Sufficiently healed from your own past traumas in life.

**Staff with client contact and experienced a pregnancy termination must meet with the Healing Tide Director and complete the program prior to meeting with clients. This information is kept confidential.*

A. Essential Functions:

1. Ensure well-organized and friendly environment throughout the Center.
2. Helps the Client Services Director with center volunteer management as assigned.
3. Will help with client services when volunteers are not available.
4. Maintain confidential client files.
5. Assists with data entry and accurate monthly client statistics for the Tacoma Center required reports.
6. Assist Director in scheduling and other projects.
7. Provides administrative support to the Director as required.
8. Assists with office supplies and educational materials.

9. Be willing to accept responsibility in program management while on shift (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 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 neat.

D. Meetings

1. Is a member of Care Net of Puget Sound staff and will attend all-staff meetings, retreats, and functions for planning and team development.
2. Is a member of Care Net of Puget Sound Support Staff and will attend meetings called and scheduled by the Director of Operations.
3. Is a member of the Tacoma Center Staff and will attend team meetings set by the Client Services 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 in 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.