

Office Manager Job Description

Job Title	Office Manager	Pay Range	\$20.00 to \$23.00 per hour*
Reports to	Client Services Director	Supervision	Oversees volunteers as assigned by the Client Services Director
Work Location	Depends on assigned Center (Bellevue, Bothell/Kenmore, Burien/Renton, Federal Way, Gig Harbor, Lakewood, Puyallup, or Tacoma)		
FLSA Status	Hourly, non-exempt	Data Classification	Category IV
Benefits	Full-time classification (assigned to work 30 or more hours per week) – Medical (including Life/AD&D), Dental and Vision insurance and FSA available first of month following 30 days of employment Full & Part-time classification – EAP, 401K and Vacation available after 90 days of employment, Sick leave (1 hour for every 40 hours worked) accessible on 90 th day of employment, and Holiday Pay		

**The above pay range is a guideline. For candidates who meet the qualifications of the job, Care Net of Puget Sound's compensation philosophy is to target the 30th-50th percentile of the range. Multiple factors are taken into consideration to arrive at the final pay rate to be offered. Factors include, but are not limited to, the selected candidates work experience, education, and training as well as internal equity, market and other business considerations.*

Objectives of this position:

The Office Manager assists with the administration and operations of their assigned Center as directed by the Client Services Director. They help maintain electronic medical files and statistics and oversee client scheduling. 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 works with the Client Services Director to ensure that all volunteers are trained and proficient in evangelism and that the operations, atmosphere and rapport of volunteer staff with clients and others follow Biblical standards.

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the biblical teachings of the sanctity of life, sexual purity and marriage.
3. 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.
4. Expresses a sincere desire to reach out to abortion vulnerable and abortion minded women.
5. 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.)
6. Ability to maintain confidentiality.
7. Proficient computer skills and knowledge of word processing and spreadsheet programs and databases (Microsoft 365 preferred).
8. Ability to handle multiple tasks at one time. Excellent attention to detail and organizational skills.
9. Basic office skills and ability to operate office equipment (scanner, copier, etc).
10. Minimum of 2 years' experience in office administration/management and customer service preferred.
11. Sufficiently healed from your own past traumas in life.

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

Essential Functions:

1. Administrative Duties
 - a. Manage the Center schedule ensuring that Cool Focus and Acuity databases are accurate. Adjust schedule as needed to meet client and staff/volunteer's needs, confirm appointments, send required forms to clients and track their return and correct scheduling entries made by others.
 - b. Perform receptionist duties when needed including greeting clients, checking them in and making them feel welcome at all times.
 - c. Maintain confidential electronic medical files.
 - d. Assist with data entry and compiling accurate monthly client statistics for your assigned Center and ensure accuracy for ministry reports.
 - e. Order and assist with office supplies and educational materials ensuring Center does not run out of required items.
 - f. Assist Center Medical Staff and Client Services Director with projects and other administrative support as requested.
 - g. Maintain Center's referral network list and resources.
2. Client Services/Community Outreach
 - a. Help with client services when volunteers are not available and accept responsibility for program management including pregnancy tests, medical services and parenting intake while on shift.
 - b. Partner with Client Services Director to connect with area churches, schools and community services agencies promoting program services as requested.
3. Volunteer/Staff Development
 - a. Help the Client Services Director with Center volunteer management as assigned.
 - b. Participate in pre-training volunteer interviews.
 - c. Help the Client Services Director with on-the-job training of new volunteers.
 - d. Encourage and help equip volunteers in the Center.
 - e. Oversee volunteers on shifts when the Client Services Director is not available.
 - f. Assist with volunteer appreciation events and recognition.
 - g. Assist the Client Services Director in completing volunteer evaluations.
 - h. Attend all staff meetings, retreats and functions for planning and team development, including Support Staff meetings scheduled by the Vice President of Operations and assigned Center team meetings as scheduled by the Client Services Director.
4. Center Management
 - a. Ensure well-organized and friendly environment throughout the Center, keeping facilities clean and neat.
 - b. Maintain a professional, courteous manner pleasing to the Lord in all interpersonal communications.
 - c. Adhere to the policies and procedures of Care Net, Heartbeat International and our other national and state affiliates.
5. Physical Requirements and Work Assignment
 - a. 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 available 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 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.
 - b. The work environment described is representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be available to enable individuals with disabilities to perform essential functions.
 - i. 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.

6. Image

- a. 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.
- b. Maintain a professional, compassionate Christ –centered Pregnancy Clinic and Family Services Center in your area of Puget Sound.
- c. 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.

Please click the link below to apply for this position.

[Click Here to Apply](#)