

Healing Tide Director Job Description

Job Title	Healing Tide Director	Pay Range	*\$21.50-\$28.50
Reports to	Vice President of Programs and Volunteers	Supervision	Healing Tide Administrative Assistant, Pregnancy & Infant Loss Specialist & volunteer group facilitators
Work Location	Remote		
FLSA Status	Hourly, non-exempt	Data Classification	Category IV
Benefits	Full-time classification (for those 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 Healing Tide Director oversees both arms of the Healing Tide Program: Post Abortion Support (PAS) and Pregnancy and Infant Loss (PaIL). The Healing Tide Director will cast a vision for the development and growth of the program annually ensuring that program direction is in alignment with the larger Care Net of Puget Sound ministry. The Director is responsible for recruiting, training and overseeing program volunteers and managing the program Administrative Assistant and Pregnancy and Infant Loss Specialist staff. The Director oversees client intakes and schedules clients into appropriate Healing Tide services and curricula. The Director is responsible for keeping curricula current and for developing and recommending new materials as needed. The Director promotes both PAS and PaIL to area churches and develops connections with Christian counselors in the Care Net of Puget Sound service area to increase the program's outreach and services to clients. This individual furthers the religious mission of Care Net of Puget Sound by promoting the Gospel of Jesus Christ and the Sanctity of Human Life.

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and is active in a local church.
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. Ability to maintain confidentiality.
5. One year of volunteer experience in a ministry capacity, preferred.
6. Two years of supervisory experience in a service-oriented profession, preferred.
7. Strong leadership and administrative skills with the ability to train, and initiate community connections and network building.
8. Ability to exhibit compassion and empathy and juggle a variety of different situations that include heavy grief typical of the program's clients.

9. Have experienced substantial healing through Jesus Christ from a pregnancy loss, abortion decision or any grief issue.
10. Excellent interpersonal communication skills, comfortable with public speaking and delivering presentations, and ability to troubleshoot and solve problems effectively.
11. Skilled at spiritual leadership, discipleship, and providing support to staff and volunteers including offering prayer and spiritual counsel as appropriate.
12. Ability to work independently, take initiative, and be a servant leader.
13. Staff with client contact who have experienced a pregnancy loss will meet with a representative from the Healing Tide Program prior to meeting with clients. This information is kept confidential.

Essential Functions:

1. Administrative
 - a. Ensures that volunteer support and client services provided are consistent and compliant with Care Net of Puget Sound's policies and procedures.
 - b. Maintains schedules for Healing Tide Abortion Recovery facilitators and their groups.
 - c. Ensures statistical information is provided monthly, including performing data entry as needed.
 - d. Meets regularly with the VP of Programs & Volunteers to ensure program services are consistent and comparable ministry wide.
 - e. Meets regularly with Healing Tide staff to ensure program services are consistent and in alignment with program goals.
2. Client Services
 - a. Oversees facilitators and services provided to clients.
 - b. Provides services to clients when volunteers are not available.
 - c. Evaluates, selects, develops, and maintains educational materials and resources for clients.
 - d. Oversees the employee and volunteer intake process as it involves candidates with a history of pregnancy loss, providing recommendations to center and program services prior to placing trainees in positions involving direct client care.
 - e. Maintains client records.
3. Community Connections/Relations
 - a. Visits churches, schools, campuses, and community organizations to educate and equip them with Care Net resources for their clientele.
 - b. Cultivates relationships with Christian counselors and similar professional services for client referrals.
4. Training
 - a. Assists at Care Net 101 Seminars, volunteer training, and volunteer workshops by introducing the Healing Tide program and equipping incoming volunteers with information on how to recognize and minister to a pregnancy loss client.
 - b. Assists in recruiting, selecting, and interviewing volunteers for the Healing Tide Program.
 - c. Provides training for volunteer facilitators in the Healing Tide program.
 - d. Fosters relationships and ongoing communications with Healing Tide facilitators to provide support and improve volunteer retention.
 - e. Helps educate other directors and volunteers through community visits, conferences, or workshops when possible.
 - f. Educates churches and the community about Care Net of Puget Sound through presentations.

5. Meetings/Events

- a. Is a part of Care Net of Puget Sound staff and will attend all-staff meetings, retreats and functions for planning and team development.
- b. Promotes Care Net of Puget Sound by participating in ministry events and public relations events and programs, as required.

6. Physical Requirements and Work Environment

- 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, and smell. The employee is frequently required to sit, stand, walk, reach with hands and arms, and maintain physical balance. The employee is occasionally required to 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.
- b. The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.
 - i. If working in center: The noise level in the work environment is usually moderate; lighting is primarily florescent; can have days of high stress due to project deadlines and shifting daily goals.
 - ii. As a remote position, regular communication with the supervisor to stay connected and involved is required.

7. 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. 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.

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