

Office Assistant Job Description

Job Title	Office Assistant	Pay Range	\$20.00 to \$22.00 per hour*
Reports to	Client Services Director	Supervision	May oversee volunteers as needed when Office Manager is unavailable
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 Assistant assists the Client Services Director and Office Manager with Center operations. They help maintain electronic medical files and statistics and organize volunteers to complete large projects. They keep office rooms tidy and perform general administrative 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 Center staff to ensure the operations, atmosphere and rapport of volunteer staff with clients and others follow biblical standards. 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. 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.
6. Ability to maintain confidentiality.
7. Strong computer skills and knowledge of word processing and spreadsheet programs and databases (Microsoft 365 preferred).
8. Basic office skills and ability to operate office equipment (scanner, copier, etc).
9. Minimum of 1 year experience in office/clerical duties and customer service preferred.
10. 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 Duties
 - a. Assists Office Manager with the Center schedule as needed ensuring that Cool Focus and Acuity databases are accurate.
 - b. Performs receptionist duties when needed including greeting clients, checking them in and making them feel welcome at all times.
 - c. Maintains confidential electronic medical files.
 - d. Helps Office Manager as needed with data entry and compiling accurate monthly client statistics.
 - e. Assists Office Manager with supply ordering.
 - f. Assists Office Manager and Client Services Director with projects and other administrative support as requested.
2. Client Services
 - a. Performs pregnancy coaching and ministerial service to our patients, clients and others. (Special training is provided.)
 - b. Helps 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.
3. Volunteer/Staff Development
 - a. Helps the Client Services Director with on-the-job training of new volunteers.
 - b. Encourages and helps equip volunteers in the Center.
 - c. Oversees volunteers on shifts when the Office Manager and Client Services Director are not available.
 - d. Assists with volunteer appreciation events and recognition.
 - e. Attends 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. Ensures well-organized and friendly environment throughout the Center, keeping facilities clean and organized.
 - b. Maintains a professional, courteous manner pleasing to the Lord in all interpersonal communications.
 - c. Adheres to the policies and procedures of Care Net, Heartbeat International and our other national and state affiliates.
5. Meetings/Training/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 (or some variation of this).
 - 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 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 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 move items up to 10 lbs. The employee will sometimes lift and move items 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.

- c. 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.

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. 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](#)