

Center Director Job Description

Objective

The primary objective is to direct the pregnancy care center's day-to-day operations at a specific location. Duties include training and managing staff and volunteers (non-medical issues), coordinating the physical building and equipment maintenance, and administering necessary programs to meet client needs.

Reports to

Executive Director

Working Relationship

Executive Director, Center Directors, Director of Nursing,

Supervises

Paid staff (non-medical issues) and volunteers at the center location.

Hours required

36 Hours

Qualifications

- The applicant must be a committed Christian who has and demonstrates a personal relationship with Jesus Christ as Savior and Lord and faithfully attends church.
- Bachelor or master's degree preferred and experience in a non-profit or ministry environment.
- Strong commitment and dedication to the sanctity of human life and sexual purity.
- Upholds the Statement of Principle, Statement of Faith, Articles of Incorporation, Bylaws and policies of the center.
- Experienced leader, public speaker, problem solver, and manager/administrator.
- Highly skilled in interpersonal communication and versatile advocating skills.
- Spiritual leadership, discipleship, and encouragement skills.
- Ability to uphold the strict guidelines of client confidentiality.
- Self-motivated, dependable, responsible—sees tasks through to completion with little supervision.
- Working knowledge of Microsoft Office products, with the capacity to learn other programs.

Responsibilities

- Public Relations - Represent A Hope Center by maintaining relationships with agencies, physicians, churches, and organizations to further our A Hope Center's mission.
- Direct Client Care - Perform advocate duties
- Perform self-administered pregnancy test procedures with clients in the absence of nursing staff.
- Organize or designate leaders for client group classes.
- In cooperation with the volunteer coordinator, train volunteers through the in-office orientation and the additional training.

Administration/Leadership

- Provide staff and volunteers an atmosphere of encouragement and support, including spiritual growth through daily prayer.
- Oversee and train staff (non-medical) and volunteers.
- Address procedural and policy mistakes made by staff or volunteers.
- Use biblical principles for confronting inappropriate behavior.
- Review client records and data to ensure forms are complete, charting meets best practice.
- Inform staff and volunteers of policy and procedure changes.
- Provide yearly written and oral evaluations of supervised staff members.

Data Management

- Oversee client data entered into the database.
- Run quarterly statistics to correct data entry errors.
- Run yearly audits and statistical reports in preparation for the annual Care Net report.

Operations Management

- Work with the Executive Director to support A Hope Center through best practice using the policies and procedures.
- Communicate with the Executive Director staff needs
- Evaluate, select, order, and maintain needed educational materials and resources for clients.
- Maintain client assistance goods for the bonus room.
- Document and report applicable client cases to CPS (child protective services) after informing the Executive Director.
- Maintain office supplies, equipment, furniture.
- Provide a safe working environment with emergency procedures and supplies.

Other

- Attend Director meetings.
- Attend staff meetings and ministry events.
- Represent A Hope Center in public venues at the delegation of the Executive Director.
- Submit articles or ideas to the Director of Development and Marketing for the newsletter
- Submit client testimonies to the Director of Development and Marketing and the Executive Director.
- And other duties as designated by the Executive Director.

Evaluation

- The Center Director receives a yearly written and oral evaluation by the Executive Director.