



**Job Description: Receptionist**

**For:** \_\_\_\_\_

**Dept:** Client Services

**Reports To:** Client Services Manager

**FSLA Status:**

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**QUALIFICATIONS:**

1. Express full agreement with Birth Choice's (BC) Statement of Faith, Purpose Statement, Statement of Commitment and Statement of Organizational Belief and Conduct
2. Exercise Matthew 18 principals and follow the personnel handbook
3. Is dependable, stable, and capable of following through on commitments
4. Maintains a consistent life-affirming philosophy and would never refer or advise a client to have an abortion or refer for Birth Control
5. Has a sincere desire to reach out to at-risk clients considering abortion
6. Completion of applicable training

**SKILLS:**

1. Advanced computer skills
2. Effective communication & listening skills
3. Time Management
4. Attention to detail
5. Team player
6. Spanish-speaking (*\*preferred, but not required*)

**RESPONSIBILITIES:**

The receptionist makes sure that the office is a warm and welcoming place for our clients and the first point of contact for our clients. The reception area should be clean, orderly and quiet.

1. Answer phones
2. Have the ability to carry out a phone intake in necessary.
3. Greet clients
4. Prepare client folders for client advocates when clients arrive when needed

5. Carry out all opening & closing procedures
6. Maintain client confidentiality and a professional quiet while on shift
7. Attend in-service meetings, increasing knowledge of client support and services offered
8. Maintain a reliable, professional and consistent manner of operation
9. Take all messages and email person with the information so they can follow-up

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**Printed Name**

**Signature**

**Date**



**Job Description: Earn While You Learn Parent Mentor**

**For:** \_\_\_\_\_

**Dept:** Client Services

**Reports To:** Client Services Manager

**FSLA Status:**

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**QUALIFICATIONS:**

1. Express full agreement with Birth Choice's (BC) Statement of Faith, Purpose Statement and Statement of Commitment
2. Exercise Matthew 18 principals and follow the personnel handbook
3. Is dependable, stable, and capable of following through on commitments
4. Maintains a consistent life-affirming philosophy and would never refer or advise a client to have an abortion or refer for Birth Control
5. Completion of applicable training

**SKILLS:**

1. Basic use of technology
2. Effective communication & listening skills
3. Time management
4. Attention to detail
5. Team player

**RESPONSIBILITIES:**

The Earn While You Learn Parent Mentor at Birth Choice is responsible for the education, emotional support, and assistance of the women and men in the Earn While You Learn Bright Course program.

1. Be fully prepared prior to the client's appointments.
2. Provide emotional support in a pleasant and non-judgmental tone. Maintain a pleasant and courteous voice with clients.
3. Review lesson plan to ensure client understanding and life integration.
4. Answer questions covering any specific challenges or needs the client may be facing.
5. Communicate with the woman's client advocate to advise client advocate of how client is doing as well as passing along any information of any other needs they may have.
6. Document effectively all correspondence with clients.
7. Communication with clients through approved devices and software (Cool Focus, Teams, Outlook email)
8. Hold all clients accountable to programs rules and guidelines.
9. Pray with clients and discuss their spiritual relationships, encouraging them to seek an active relationship with Jesus Christ and get involved with a church.

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**Printed Name**

**Signature**

**Date**

*Updated Feb. 2022*



## **Job Description: Medical Team Member**

**For:** \_\_\_\_\_

**Job Title:** Medical Team Member

**Dept:** Medical

**Reports To:** Director of Medical Services

**FSLA Status:**

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### **QUALIFICATIONS:**

1. Express full agreement with Birth Choice Mission and Vision Statement, Statement of Faith, Code of Christian Conduct and Statement of Commitment.
2. Follows Personnel Handbook Conflict Resolution using Matthew 18 principles.
3. Is dependable, stable, and capable of following through on commitments.
4. Has a sincere desire to reach out to at-risk patients considering abortion.
5. Maintains a consistent life-affirming philosophy and would never refer or advise a client to have an abortion or refer for Birth Control.
6. Is licensed/registered and in good standing in the state of California as an RN or an RDMS (credentialed in OB/GYN specialty or approved skills assessment by RDMS approved instructor.)
7. Is current in certification for Basic Life Support (BLS).
8. Possesses physical stamina required for standing for long periods of time, good eyesight or corrected vision to view images in dimmed light.
9. Shall have a health examination within 6 months prior to or within 15 days after commencing work and at least annually thereafter by a person lawfully authorized to perform such examinations.
10. Completes didactic course in addition to hands-on ultrasound skills training as required or needed for limited OB Ultrasounds.

### **SKILLS:**

1. Good hand-eye coordination
2. Strong technical skills (working with computers, typing)
3. Spatial ability
4. Detail orientation
5. Critical thinking skills
6. Team player
7. Time management skills
8. Spanish-speaking (*\*preferred but not required*)

**RESPONSIBILITIES:**

As part of the Birth Choice of San Marcos team which provides support and care to the clients, the Medical Team Member maintains professional standards of care in conformity with the Hippocratic Oath. The Medical Team Member works in conjunction with other Birth Choice clinic personnel to assure that clients are receiving the best medical, nursing, and psychosocial care possible. As a member of Birth Choice personnel, it is expected that the Medical Team Member attends 3 of the 4 scheduled quarterly in-service meetings.

1. Ensures that the client feels welcome upon her arrival for the medical examination.
2. Performs history and physical examinations such as ultrasound, vital signs, pregnancy tests, etc.
3. Reinforces the humanity of the unborn child with the client.
4. Provides client education according to Birth Choice of San Marcos Policies and Procedures including spiritual education and wellbeing.
5. Respects confidentiality and privacy per HIPAA.
6. Ensures that OSHA guidelines are followed.
7. Completes necessary client documentation in a timely manner.
8. Actively pursues opportunities for professional development through continued education and training.

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**Printed Name**

**Signature**

**Date**



**Job Description: Baby Bottle Assistant**

**For:** \_\_\_\_\_

**Dept:** Baby Bottle Coordinator

**Reports To:** President/CEO

**FSLA Status:**

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**QUALIFICATIONS:**

1. Express full agreement with Birth Choice's (BC) Statement of Faith, Purpose Statement and Statement of Commitment.
2. Exercise Matthew 18 principals and follow the personnel handbook.
3. Is dependable, stable, and capable of following through on commitments.

**SKILLS:**

1. Basic use of technology (Excel, Box)
2. Effective communication & listening skills
3. Time management
4. Attention to detail
5. Team player
6. Spanish-speaking (*\*preferred, but not required*)

**RESPONSIBILITIES:**

The baby bottle assistant is responsible working under the direction of the Baby Bottle Coordinator for all Baby Bottle fundraisers throughout the year.

1. Working under the direction of the Baby Bottle Coordinator.
2. Understanding and following through on document "Office Procedures for BBD" for specific instructions on timing and contacts needed
3. Complete baby bottle drive checklist when a Church has confirmed date for baby bottle drive as needed.
4. Interfacing with contact person prior to set up as needed.

5. Overseeing preparation of bottles needed, ready 2 weeks in advance, and deliver the week of the drive
6. Help coordinate at least 2 volunteers for distribution at each service, and each entrance
7. Information table set up and stocked, if approved by church
8. Speak at churches if asked to represent Birth Choice.
9. Help w/ collection/delivery to center immediately following collection (2 people w/ prior approval of CEO)
10. Assist with baby bottle inventory and notifying Baby Bottle Coordinagtor when additional bottles need to be purchased

**Skills:**

1. Professionalism in interfacing with others
2. Represent Birth Choice accurately.
3. Interface with Baby Bottle Coordinator on needs for events.
4. Timely in meeting all deadlines
5. Accurate records of bottles distributed/collected/attrition rate
6. Supplies ordered and stocked 2 weeks ahead
7. Bottles returned to San Marcos Center's locked closet immediately

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**Printed Name**

**Signature**

**Date**