

## Job Description: Director of Pregnancy Centers

### **Job Title: Director of Pregnancy Centers, Full-Time**

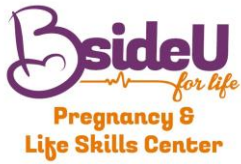
### **Reports to: Executive Director**

#### **Qualifications:**

1. Complies with the policies and procedures of A Choice for Life, Inc. dba BsideU for Life ("BsideU").
2. Expresses full agreement with BsideU's Statement of Faith and Mission Statement.
3. Is dependable, stable, and capable of following through on commitments.
4. Is compassionate towards and has a sincere desire to reach out to abortion-vulnerable or abortion-minded women or any woman seeking the services provided at BsideU.
5. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
6. Respects confidentiality.
7. Experience, through combination of education and career, in providing excellent staff leadership and management, and dedicated service to at-risk populations, with a demonstrated commitment to serving as an ambassador for Christ and a willingness to serve the mission of BsideU.

**Responsibilities:** Oversees all day-to-day operations of BsideU for Life's pregnancy centers with assistance of Volunteer Coordinator; including:

1. Staffing and Personnel: Conducts new employee orientation, providing explanations of Center policies and procedures. Assists Executive Director in developing and maintaining staffing plans designed to anticipate future staffing needs. Works with Volunteer Coordinator to assure clinic(s) are staffed adequately. Counsels staff on employee relations issues and problems. Manages the exit interview process. Responsible for approving payroll hours (overtime) and vacation requests for direct reports.
2. Works with office staff to maintain sufficient supplies, including client education materials, medical & office supplies.
3. Ensures Center is maintained and cleaned.
4. In consultation with the Executive Director and medical staff, develops and implements policies and procedures to ensure quality of care. These include general policies, policies for patient care, HIPPA/OSHA compliance and related training, and quality assurance. Ensures that applicable regulatory standards are met, including maintenance of CLIA waiver, and other state and/or federal standards.
5. Assures that accurate records are maintained, case notes are complete, and clients are followed up with.



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6. Works with current staff and volunteers to assure that clients receive the best overall care by directing, advising, and evaluating all activities related to a case. This includes meeting client spiritual needs as well as their essential needs.
7. Shares ministry goals with staff and volunteers and seeks new ways of achieving goals and delivering quality service.
8. Attend all leadership team, and all-staff meetings, conduct pregnancy center staff meetings as needed.
9. Provide guidance, direction & coordination with Mobile Outreach Manager for staffing and all other operational needs, particularly as locations are added.

**The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specifically presented in this job description.**

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**Signature**

\_\_\_\_\_  
**Date**