



CLIENT INTAKE VOLUNTEER

POSITION DESCRIPTION

STATUS: 1 Shift Per Week

REPORTS TO: Clinic Director

OBJECTIVE OF POSITION:

The Client Intake Volunteer (CIV) is the FIRST face women see when they come into our clinic. You will be the one to greet clients, assist them in check-in and filling out their intake paperwork. Client Intake Volunteers will help in answering phones and making appointments, as well as assisting in other miscellaneous office duties throughout your shift.

ORGANIZATION MISSION:

Women think abortion is the only way out of an unplanned pregnancy. We provide the help and hope local women need to choose life for their baby.

KEY CHARACTERISTICS:

1. Passionate Christ Followers

Our faith in Jesus informs every action we take.

2. Unshakeable

We stand for life no matter what it costs.

3. Lovingkindness

We believe lovingkindness is a lifeline to pregnant women in crisis.

RESPONSIBILITIES:

- You will be the warm smiling face that greets clients and the first impression of our organization.
- You will check clients in for their appointments and ensure intake forms are completed.
- You will schedule answer phones and schedule appointments, assist with other office duties, and complete open or close checklists.

MUST HAVES:

- Be a committed Christian with a consistent testimony and active in a local church.
- Exhibit strong commitment and dedication to the pro-life cause and sexual purity.
- Ability to serve one shift per week.
- Pass a mandatory criminal background check.

SKILLS:

- You are comfortable learning a new database, programs and have a competency with Microsoft word.
- You make people feel at home.
- You are organized, can multi-task and understand the importance of details to make things run smoothly.

LOCATION:

- This opportunity is for our Newport News clinic.