



CLIENT INTAKE ASSISTANT (Front Desk)

Mission Statement	Women's Resource Medical Center of Southern Nevada exists to save the lives of unborn children by sharing the love of Jesus Christ through spiritual, physical, emotional and educational support of our clients.
Objective	To bring consistent administrative and customer service experience to a the front desk while making a positive influence through organization and communication with all potential clients.
Key Responsibilities	<ul style="list-style-type: none"> • Welcome clients & guests • Check in clients or schedule walk in appointments • Create client file & copy i.d. • Data entry and edit of client information in appropriate system • Direct donations to boutique / assist with donation receipts • Maintain client's file at front desk for ultrasounds • Ensure all forms are stocked • Interface with VVB for donation assistance • Administering accuracy for volunteer sign-in • Check in for tours & new guests
Reports to	<ul style="list-style-type: none"> • Client Service Manager
Personal Development	<ul style="list-style-type: none"> • Develop "team-mindset" to create a cohesive process • Consistent follow through on commitments • Able to handle ministry pressures • Faithfulness and confidence in the Word of God with the ability to speak truth in love
Skills and Qualifications	<ul style="list-style-type: none"> • High school diploma or equivalent • Personal, professional and public integrity • Grammar and spelling skills • Strong interpersonal skills • Ability to work in fast pasted setting • Detail-oriented • Excellent time management and organizational skills • Ministry experience and/or community involvement (a plus) • Bilingual (a plus)
Prerequisites and Requirements	<ul style="list-style-type: none"> • Meet with Client Service Manager for initial direction • Willing to complete a background check • In agreement of WRMCSN statements: Mission/Faith/Vision/Commitment/Principal/Care • Willing to complete Personal Advocate Training • Attend mandatory Volunteer In Service Trainings (minimum of 2



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	trainings, per year) <ul style="list-style-type: none"> • Adherence to all applicable policy and procedures of WRMCSN
Time Commitment	<ul style="list-style-type: none"> • Saturdays 8-9 am and/or once a month for staff meeting 2-4pm • 12 month commitment

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability and that I will receive support and appreciation from WRMCSN staff.

Volunteer name (Please print)

Volunteer Signature

Date

WRMCSN Staff Partner (Please print)

WRMCSN Staff Partner Signature

Date