



Personal Advocate

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	The Personal Advocate (PA) is responsible for the initial intake process of pregnancy test appointments and new and returning material service appointments.
Key Responsibilities	<ul style="list-style-type: none"> • Intake client's demographic and medical history • Assess client's needs and recommend community resources • Refer for services with WRMCSN based on client's needs • Ensure urine analysis test is completed and provide results to client • Assist client in developing a personal care plan • Share Gospel and pray for client • Complete all appropriate paperwork • Assist Vintage Values clients in shopping at boutique • Light Data Entry
Reports to	<ul style="list-style-type: none"> • Client Service Manager
Personal Development	<ul style="list-style-type: none"> • Personal relationship with Jesus Christ as Lord and Savior • Secure and maintain Lab Assistance License with State of Nevada via WRMCSN Client Service's Dept (optional) • Develop "team-mindset" to create a cohesive process • Ability to display empathy and compassion to women facing an unplanned pregnancy and consider abortion as an option
Skills and Qualifications	<ul style="list-style-type: none"> • High school diploma or equivalent • Personal, professional and public integrity • Detail-oriented • Basic computer skills • Good grammar and spelling • Strong interpersonal skills • Ability to work in fast pasted setting • Good time management and organizational skills • Ministry experience and/or community involvement (a plus) • Bilingual (a plus)
Requirements	<ul style="list-style-type: none"> • Meet with Client Service Manager for initial direction • Willing to complete a background check • In agreement with WRMCSN statements: Mission/Faith/Vision/Commitment/Principal/Care



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	<ul style="list-style-type: none"> • Membership in a local church that upholds the same Statement of Faith as WRMCSN • Completion of Personal Advocate Training • Attend Volunteer In-Service Trainings (minimum of 2 per year) • Participate in Quality Assurance reviews and apply recommendations • Adherence to all applicable policy and procedures of WRMCSN
Time Commitment	<ul style="list-style-type: none"> • Tues-Sat from 10-7p (3 to 4 hrs. Intervals) • Minimum of 8 hours per month • 6 or 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