



MOORE OPTIONS CLINICAL ASSISTANT

Job Description

REPORTS TO: CENTER DIRECTOR / NURSEMANAGER SUMMARY: The MO Clinical Asst. will assist the Nurse Manager in providing confidential and compassionate care to pregnancy clinic clients.

QUALIFICATIONS:

- Be a committed Christian who consistently demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position, sexual purity and uphold a consistent life-affirming philosophy
- Agree with and uphold the Commitment of Care, Mission Statement, Statement of Faith, and all policies and procedures of the center
- Is compassionate towards and has a sincere desire to reach out to abortion-vulnerable or abortion-minded women or any person seeking the services Moore Options provides
- Exhibit skills in interpersonal communication, public speaking, and problem solving
- Be able to carry out responsibilities with little or no supervision
- Exhibit strong work-ethic, self-motivation, dependability, flexibility, and responsibility
- Some computer skills- MS Office, email, etc.
- Express a desire to reach at-risk patients considering abortion
- Believes in the sanctity of all human life from the moment of conception
- Skilled with current technology and able to learn new skills quickly

ESSENTIAL FUNCTIONS:

Administrative

- Attend all staff meetings and in-services
- Administrative tasks as needed, answering phones, filing etc.....
- Comply with all Moore Options policies and procedures regarding options support, material assistance, education, spiritual support, and office procedures
- Document all client interactions in appropriate client software, physical charts and TPCN database according to policies and procedures
- Be familiar with all local and national referrals and resources available to our clients
- Promote Moore Options by actively participating in outreach fundraisers, and assisting with client focused events at the center or in the community
- Agree to periodic performance evaluations
- Maintain all passwords and usernames in a secure location
- Other duties as assigned or needed

Clinic Responsibilities

- Works with clinic staff to assure the patients are receiving the best medical, nursing and compassionate care possible
- Performs physical examinations within their scope of practice and state of Tx license, such as limited ob ultrasound, pregnancy tests, etc.
- Grows in knowledge and skills of competence for medical procedures performed
- Ensures that OSHA and HIPAA guidelines are followed.
- Reinforce the humanity of the unborn child and patient
- Provides spiritual leadership to ensure the Godly mission of the organization
- Completes all necessary form and charting following MO procedures and guidelines
- Follows up with patients as directed by manager
- Provides education for patients to develop an understanding of their health condition

Client Care

- Serve as client advocate providing **specialized** intervention support appropriate to each client with warmth and compassion while following Moore Options policy and procedures and TPCN protocol
- Provide accurate permission-based education in options counseling including parenting, adoption, abortion and any necessary in-take support
- Offer Biblical, spiritual support to any client who has given written permission and requested such services as exploring and answering spiritual questions, providing Christian resources, giving spiritual encouragement, and offering prayer
- Consult with appropriate management regarding difficult client situations
- Follow all policies and procedures regarding initial intake and on-going client care
- Offer support, material resources, and referrals appropriate to client's situation
- Appropriately follow up with clients according to guidelines
- Keep up to date on statistics and information related to pregnancy, abortion and adoption through staff meetings, in-services, news, journals and obtaining on-going education in these topics yearly
- Maintain all confidential client records as indicated in center policy and guidelines
- Schedule and conduct follow-up appointments according to center policy, specific areas of advocate's specialty and needs of clients
- Maintain personal TPCN requirements and certifications required for employee participation and assist in ensuring center compliance
- Assist clients as an Application Assistance Navigator to apply for help through the Texas Health and Human Services Department
- Assist with reception duties as needed.

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 additional tasks other than specifically presented in this job description.

Employee Signature _____ Date _____

Director Signature _____ Date _____