



## **Volunteer Job Description: Client Advocate**

**Title:** Client Advocate

**Supervisor:** Director of Client Services

**Description:** Provides direct service to Alight Center clients

### **QUALIFICATIONS:**

- Excellent listening and communications skills
- Solid commitment to pro-life and responsible sexual values
- Strong motivation to serving others in distress
- Alight Center Inc. spiritual criteria
- Successfully complete Love Approach Training Program
- If post-abortive, completion of post abortion healing classes, as a participant

### **DUTIES:**

#### **General Responsibilities**

1. Reviews Policy & Procedure, completes assigned trainings, as well as other seminars/educational events.
2. Maintains volunteer commitments as stated on the Annual Acknowledgements.
3. Reads new articles and literature as available.
4. Works with supervising director in offering feedback, coordination of patient/client care with other departments when desirable and communication of personnel issues when applicable to volunteer service.
5. Performs other duties assigned as requested by leadership.

#### **Job Specific Responsibilities**

Each volunteer will be assigned and trained for specific client advocate positions according to their abilities and talents.

#### **Options Consultant**

1. Inform of all pregnancy options: parenting, adoption, and abortion
2. Offers consultation, information, literature, referrals to programs and community resources to patients as appropriate
3. Follows-up with patients as appropriate

**Education/Class Advocate**

1. Plan and prepare for client classes/education
2. Educate and support clients using Alight Center approved materials and resources
3. Follow-up with clients

**Men's/Fatherhood Education & Support Advocate**

1. Plan and prepare for male client classes/education
2. Educate and support male clients using Alight Center approved materials and resources
3. Follow-up with male clients

**Adoption Advocate**

1. Educate birth parents on adoption
2. Help facilitate connecting birth parents with Alight Center approved adoption services
3. Follow-up with birth parents and facilitate adoption support groups

**After Abortion Support Advocate**

1. Plan and prepare for weekly support group classes using Alight Center approved materials and resources
2. Facilitate post abortion support classes-at least two classes per year
3. Follow-up with post abortion support clients