

## Fort Worth Pregnancy Center

**Date:** November 2023  
**Position:** Client Consultant  
**Division:** Client Services  
**Supervisor:** Client Service Director  
**Category:** Hourly, non-exempt part-time (15 hrs./week)

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**Description:** The Client Consultant for Fort Worth Pregnancy Center will be responsible for client care and perform administrative duties such as managing client files and other duties as directed by the Client Service Director (CSD).

**Requirements:** Must be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord. Must also exhibit a strong commitment to the pro-life position. Must agree with and be willing to uphold the Statement of Faith and policies of the Center.

This is a part-time position at 15 hours per week with specific hours to be determined based on FWPC needs and the employee's schedule availability.

**Qualifications:** The ideal candidate will be a strong servant leader, a self-starter, highly organized, with excellent verbal and writing skills. Bilingual preferred. Must be able to manage details well, maintain a positive attitude, create a strong teamwork environment, and provide compassion and care to all clients. Training will be provided on the digital client database, BriteCourse, Text Request, and the Microsoft 365 suite. Previous experience with client-centered non-profit ministry is preferred.

### **Duties:**

#### Care of Clients

- Lead clients through options consultation and provide support, guidance, and emotional and spiritual support for clients experiencing an unplanned pregnancy.
- Provide permission-based guidance, counsel, and prayer to clients including presentation of the gospel, the sharing of Scripture, and Biblical encouragement.
- Responsible for the protection of client privacy in accordance with policies and procedures.
- Refer community resources to clients as appropriate.
- Complete accurate and timely input of client data charting as per FWPC procedures and protocols.
- Assist the Client Care Coordinator with ongoing client care.
- Answer telephones and make follow-up phone calls, texts, and emails to provide competent client care.
- Train additional staff/volunteers in client advocacy or center procedures as requested.
- Attend and participate in staff meetings, trainings, and in-services.
- Assist with community fairs, church mission fairs, and annual fundraiser events, as needed.
- Follow the policies, procedures, and protocols of FWPC.

#### Staff Relations

- Encourage harmony and unity within the staff and volunteers.
- Participate in the annual evaluation process, including setting goals and self-assessment.
- Cover everything in prayer.

Any additional duties as assigned by CSD.