

**Amnion Pregnancy Center  
Bilingual Advocate  
Job Description**

**Objectives of the Position:**

The Advocate will facilitate both patient and client services of Amnion Pregnancy Center to both English and Spanish speakers. These duties include providing Christ-centered support to women, men, and families who are facing the possibility of an unplanned pregnancy and related issues from a biblical worldview perspective. This person will follow the protocols of our FOCUS patient care process which includes learning the specified scripts, charting and all processes. Related administrative tasks and general assistance to the center's functioning are assumed.

**Reports To:** Patient Services Manager

**Employee Status:** Part-Time (16-20 hours/week), Non-exempt Employee

**Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Christ as Savior and Lord.
2. Exhibit a strong commitment and dedication to the pro-life position.
3. Be knowledgeable in the principles and practice of Christ-centered, Biblical counseling and sharing the gospel message in a complete and accurate manner.
4. Agree with and be willing to uphold the Commitment of Care and Competence, Statement of Faith, and policies and procedures of Amnion Pregnancy Center.
5. Exhibit strong skills in the areas of written and interpersonal communications, problem solving, and computer skills.
6. Take initiative to carry out responsibilities with minimal supervision.
7. Be conversationally fluent in both English and Spanish

**Responsibilities:**

1. Provide Focus-scripted support and pregnancy services for patients for both English and Spanish speakers.
2. Maintain and develop referral resources, offering spiritual and practical support and assistance to patients and clients.
3. Follow all APC client policies and procedures.
4. Facilitate a seamless flow between Patient Services and Medical Services.
5. Skillfully handle difficult patient/client situations and legally mandated reporting issues.
6. Interrelate with Patient Services Manager regarding client or staff needs, progress of a client services program, areas of concern, goal setting, and implementation.
7. May be trained in Biblical-based lay-counsel for post-abortion clients who are experiencing remorse or regret from past abortion decisions. This training will be offered at a later date, as advocate is willing.
8. Translate documents into Spanish to facilitate resources in both languages
9. Connect with local Hispanic resources and community organizations for references.

If interested, email your resume to Mark Opseth at [director@amnionpc.org](mailto:director@amnionpc.org).