SPANISH OPTIONS COUNSELOR

**Title:** Spanish Options Counselor

**Job Description:** Provide SGPC services to our Spanish-speaking clientele

**Reports to:** Executive Director

**Qualifications:**

- Fluent in Spanish and English (verbal and written)
- Good communication skills in-person and on the phone
- Must be pro-life and in agreement with the SGPC Statement of Faith and Principle
- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and sexual purity
- Be able to respect and keep information confidential
- Be dependable, stable, and capable of following through on commitments
- A “team”player

**Responsibilities:**

- Provide the Spanish clients with pregnancy testing, material assistance, options counseling, and community referrals
- Provide accurate information on abortion, adoption and parenting
- Work with the Community Outreach Coordinator in promoting the Spanish Program to clients, agencies, churches and the community plus recruit bilingual volunteers
- Be willing to attend Center in-services and training seminars relative to the position and counseling
- Follow all policies and procedures regarding intake, helpline, and in-office duties
- Appropriately follow-up clients according to the policies and guidelines of the center
- Maintain all client records as indicated in Center policies and guidelines

**Work Hours:** 15.5 hours per week

Revised Aug 2020