

## Peer Counselor

**Objectives of the position:** The Peer Counselor works with the Client Services Director and the CEO to ensure that clients educational, material, and spiritual needs are met.

**Reports to:** CEO

### Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Diligently and regularly study God's Word.
3. Exhibit a strong commitment and dedication to the pro-life position and sexual purity.
4. Agree and be willing to uphold the Statement of Principle, Statement of Faith, and the policies of PHC.
5. Agree and be willing to work cheerfully under the authority of the CEO.
6. Be an active member of a local church in regular in-person attendance and fellowship.
7. Must work well with people.
8. Be committed to Bible-based counseling, evangelism, and discipleship.
9. Have experience in a helping field or related training.
10. Have experience as a volunteer or employee in ministry.
11. Exhibit skill in interpersonal communication and problem-solving.
12. Be able to provide spiritual leadership, discipleship, encouragement, and direction for volunteers.
13. Take initiative on regularly needed and occurring tasks.
14. Be self-motivated, dependable, and responsible.
15. Have experience and confidence in meeting with and mentoring clients.
16. Have computer skills necessary to complete basic administrative tasks like scheduling and basic research.
17. Strong commitment to confidentiality, both of clients and donors.
18. Have a blameless reputation both in the community and the local church (integrity).
19. Have a stable Christian home (1 Timothy 3:11-12).

### Responsibilities:

#### **Pregnancy Help Center:**

- Complete administrative needs according to administrative assistant duties, such as charting, filing, typing, organizing, cleaning, etc.
- Lead parenting classes at Pregnancy Help Center using our DVD and online-based curriculum in a one-on-one setting

- Be comfortable leading clients through a self-administered pregnancy test and walking them through life-affirming options for pregnancy
- Lead clients through a Post-Abortion Study when requested
- Lead clients through a Bible Study
- Provide staff coverage at Pregnancy Help Center so we ensure that we always have two staff members present in the building.
- Be able to represent the Pregnancy Help Center ministries to civil and church organizations when asked.
- Collaborate with the CEO to best provide for the needs of our clients who are unable to physically come to the center for services.
- Assist Pregnancy Help Center in creating a more public image with our clientele by brainstorming, implementing, and attending different creative ideas for us to connect with our client base through various events, drives, advertising, etc.
- Participate in all fundraising events and help with fundraising preparations, when asked.

It is impossible to predict every task that will be asked of you in this position. We are seeking an employee with a servant's heart who is willing and able to tackle any task that is put before them.

**Salary/Hours/Benefits:**

- Pay is based on experience and education
- Pay is on an hourly basis
- Below are the following hours unless otherwise requested and agreed upon.
  - Tuesday 12:30 pm – 7 pm (7.5 hours paid)
  - Wednesday 12:30 pm – 4:30 pm (4 hours paid)
  - Thursday 9 am – 4:30 pm (7.5 hours paid) – potentially shifting to 12:30 pm – 7 pm or to Friday hours in place of this.
- Pregnancy Help Center does not currently offer any health insurance or retirement benefits