

Part Time Client Consultant Position Available

Carolyn's Place Pregnancy Care Center, a Pro-Life organization in Waterbury, has a part time (with potential for full time) Client Consultant position available. This entails advisor/options counseling for those in unplanned pregnancies, client support & follow up, conducting childbirth and parenting classes, and scheduling volunteer coverage and phone consultant training. Experienced social work or medical background preferred. Please send cover letter and resume to John Lynch, Executive Director, to John.Lynch@Carolynsplace.org or contact him at 860.483.0645.



Job Posting

Date: May 2023

Position: Client Consultant

Reports To: Executive Director

Category: Hourly, Non-Exempt

About Carolyn's Place, Inc.

Founded in 1992, Carolyn's Place serves as the life-affirming pregnancy care center of the Greater Waterbury Area. The organization serves clients through free testing, options counseling, pregnancy mentoring, parenting & childbirth classes, and personal needs support. Additionally, Carolyn's Place offers community education resources. The works of Carolyn's Place support catholic teaching while serving individuals of all faith backgrounds. Support of this ministry is provided through a network of private support channels.

Description: The Client Consultant for Carolyn's Place Pregnancy Care Center will be responsible for client care and performing duties such as managing client files, coordinating and leading client education classes, coordinating volunteer client advocates, and other duties as directed by the Executive Director.

Requirements: Must exhibit a strong commitment to the pro-life position. Must be practicing Roman Catholic or be willing to uphold Catholic teaching in theory and action.

Qualifications: The ideal candidate will be a strong servant-leader, a self-starter, highly organized, with excellent verbal and writing skills. Must be able to manage details well, maintain a positive attitude, work within a teamwork environment, and provide compassion and care to all clients. Must be competent in Word and Excel; training will be provided on Client database, NextLevel. Previous counseling or medical experience with client centered non-profit ministry is preferred. Bachelor's degree preferred in social work, counseling, ministry, or related field, preferred. Fluency in English and Spanish preferred.

Responsibilities

- Respond to client inquiries to facilitate in-person meeting regarding options counseling, material needs support, pregnancy testing, and/or pregnancy/childbirth education.
- Be present on the mobile ultrasound van. Work collaboratively with RDMS in providing support to the clients.
- Responsible for protection of client privacy in accordance with policies and procedures.
- Provide community resources to clients as appropriate, such as social service referrals.
- Provide material resources to clients as requested (and availability allows).
- Complete all paper and digital charting as per CP procedures and protocols.
- Complete initial and continuing training.
- Answer telephones 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.
- Document complete, accurate and timely input of client data in NextLevel.
- Collaborate with instructing Earn While You Learn & Second Blessings parenting classes.
- Assist with community fairs, church mission fairs, and annual fundraiser event, as needed.
- Follow the policies, procedures, and protocols of CP.
- Complete training for the process of enrolling clients for Medicaid, WIC and other social service benefits. Assist Clients in applying.
- Accept community donations with gratitude and assist Executive Director in care of the personal needs inventories maintaining awareness of inventory, stock, and knowledge of client demand.
- Occasional (minimal and compensated) off-peak check-ins with clients required.
- Attend monthly CPCC meeting (on work time).
- Assist in other duties requested by Executive Director.
- Position will initially be 20hrs/week, with possibility for permanent and/or full time employment.