



Pro-Life Charleston
HR Department
Job Description

MOBILE CENTER DIRECTOR
Holy City Mobile Pregnancy Center

Statement of Faith: *Pro-Life Charleston believes and confesses the “Apostles’ Creed.”*

Vision: *Pro-Life Charleston envisions a future operating under the principle that all men, women and children, born and unborn, are treated with the intrinsic dignity bestowed by our Creator.*

Mission: *Pro-Life Charleston exists to engage **Tri-County residents** on issues of human life and particularly abortion. As a Christ-centered organization we **care for** moms, dads and babies as we would want to be treated. Pro-Life Charleston is distinguished by insuring families are taken care of through the early, **formative years of infants’ lives.***

Code of Conduct: *Pro-Life Charleston promotes and adheres to Heartbeat International’s [Commitment of Care and Competence Statement.](#)*

Qualifications:

1. Expresses full agreement with corporation’s Statement of Faith, Mission Statement and the mobile center’s policies as well as Heartbeat International’s “Commitment of Care and Competence.”
2. Exhibit a strong commitment to the pro-life position and sexual chastity.
3. Possess at least a Bachelor’s degree or 5 years related experience in the medical or counseling field.
4. Have at least 2 years management experience in the medical or counseling field.
5. Have at least 1 year experience volunteering in the medical, counseling or related “helping” field.
6. Is dependable, stable and capable of following through on commitments.
7. Demonstrate skill in interpersonal communication, problem solving, and public speaking.
8. Expresses a sincere desire to reach out to at-risk patients considering abortion.
9. Is licensed and in good standing with the State Medical Board.
10. Handle responsibilities with little or no supervision.

Responsibilities:

The Mobile Center Director works with the Executive Director to plan for and provide for the smooth operation of the HCMPC.



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The Mobile Center Director works in conjunction with Mobile Center Medical Director, nurses, and counselors and other supervised personnel to assure that clients are receiving the best medical, nursing and social counseling care possible.

Reports To: Executive Directors/CEO and the Medical Director

Supervises: Nurses, Sonographers/Ultrasound Techs, Advocates/Counselors, and Drivers.

Time Commitment: As needed

Duties:

1. Periodically meets with the Center's Medical Director to implement latest and best practices.
2. Periodically meets with the Center's Medical Director to review current practices.
3. Annually generates the HCMPC's budget. Quarterly reports spending against budget.
4. Ensures licensed staff and volunteers remain current with their licenses.
5. Promotes continuing education among all personnel.
6. Recommends to the Executive Director the route(s) the HCMPC will follow.
7. Evaluates effectiveness of the programmed/planned routes.
8. Generates the monthly staffing work schedule for those being supervised.
9. Submits time sheets to the Board's Financial Secretary.
10. Delivers paychecks to staff.

Benefits: Your level of satisfaction will be high knowing you contribute to the decision an abortion-vulnerable mom makes to give life to her unborn baby.

The Mobile Center Director will be able to work from his/her location of choice while at the same time appreciate working during normal business hours. The workload is expected to be very light especially during startup. Pro-Life Charleston anticipates ramping up to performing about 100 ultrasounds during its 2nd year.

The Mobile Center Director will have the pleasure of working in a small group setting.

The Mobile Center Director will be able to sleep well knowing she/he is doing God's will.

NOTES: