



923 5th Street / International Falls / MN / 56649 / northernoptions.org / 218-285-7673

Northernoptionsforwomen@gmail.com

Northern Options for Women is a pregnancy resource center which provides pregnancy related services including: pregnancy tests, ultrasounds, prenatal health checks, vitamins, baby supplies, equipment & clothing, life skills & parenting classes, support groups, labor & delivery classes, & sexual health info

Job Description for Client Advocate

(this position will be part-time 15-20 hrs weekly, starting pay \$15, raises available after training is complete & each 6 months, vacation/sick pay is earned time off 1hr for 30 hrs worked, personal days are available without pay)

Main Duties – 20 hrs of training will be provided before you are on the job with clients

Work with clients according to their needs, providing them information, classes, materials, support and referrals. Clients include women, men, children, teens.

- *Use Pregnancy, Parenting & Life skills educational classes (Bright Course)
- *Use Factual pamphlets, models and other info to teach and advise
- *Access supplies from our storage or garage for clients
- *Perform pregnancy tests
- *Lead support groups
- *Facilitate a healthy discussion in a group or one on one
- *Plan activities for clients & children

Other Tasks

- *Use a computer for accessing classes, online reporting and making informational sheets

Knowledge of Microsoft Word, Excel, Publisher are desired

- *Organize equipment (carry baby clothes bins & equipment from the center to storage in garage)
- *Must be able to carry 50 pounds several times per day in order to serve clients
- *Clean the center, vacuum, sweep, bathrooms
- *Shovel, sweep the entrance when needed
- *Attend and assist at fundraising events, including a yearly Gala

First Name _____ Last _____

Birthdate _____ Address _____

Phone _____ Email _____

References: Name _____ ph _____

Name _____ ph _____

List Job Experience & Education Related to Social Service Fields:

_____ year worked _____

_____ year worked _____

_____ year worked _____

_____ year worked _____

Skills Related to this position

1. _____

2. _____

3. _____

4. _____

What groups are you a part of in our community?

1. _____

2. _____

3. _____

4. _____

What are your thoughts about:

Unplanned pregnancy –

Single Parenting –

Substance Abuse-

Mental Health –

The staff and board have a commitment to excellence at Northern Options for Women.

Northern Options for Women has attendance and **punctuality requirements**, can you comply (with or without reasonable accommodation)? Yes NO

Are you able to perform essential job-related functions (with or without reasonable accommodation), such as standing for two hours at a time or carry **50 pounds** from point A to B? Yes No

Can you commit to the **job descriptions** listed on the previous pages, and to promise to perform them to the best of your ability? Yes NO

Are you an **energetic person** who likes to busy during the work day? Yes No

Do you commit to finish the **20 hrs of training** promptly before you are directly on the job? Yes No

**Northern Options for Women takes seriously our duty to protect the confidentiality of your private identifying information. We will not share such information with anyone outside of the center without your written permission.*

Before you sign, please review Northern Options for Women mission statement and organizational values.

My signature indicates that all the information I have provided is accurate to the best of my knowledge and that I am in agreement with Northern Options for Women mission statement and organizational values. I understand that submitting this form is not a guarantee of placement as an employee of Northern Options for Women, and that placement will be made only after an interview and other background screening, including a criminal background check through the Bureau of Criminal Apprehension. I agree that NOFW center may use the information provided on this form to conduct such background screening. Finally, I understand that this position may require training prior to being allowed to start serving in that position.

Signature _____ Date _____



NOFW Mission Statement

Promote Life and Positive Parenting before, during and after pregnancy through education and support services

Organizational Values

At Northern Options for Women

We believe in:

- the inherent dignity, sanctity, and right to life of each person, from conception to natural death
- the right of women and men considering abortion to receive comprehensive, truthful information in a respectful and compassionate way
- the importance of fertility awareness and education, and the effectiveness and dignity of natural forms of family planning
- the importance to address consistently the needs of the whole person – physical, emotional, spiritual, social, and economic – when providing services
- a commitment to excellence and the power to change and save lives for the good of our communities

I have reviewed and agree with NOFW mission statement and organizational values.

Signature _____

Date _____

