



Job Title: Bilingual Advocate – English & Spanish Proficient

Hours: Part-Time 20 hours/week

Reports To: Patient Process Manager

Job Purpose: Lead the FOCUS Patient Process speaking the truth in love addressing a patient's emotional, physical, and spiritual needs to transform her fear into confidence equipping her to make healthy life-affirming decisions.

Job Responsibilities:

1. Pray with the Advocate and Medical Services Team concerning patients of the day
2. Maintain technical proficiency with the Advocate DataFocus Application
3. Advocate for your patients while following the FOCUS 15 Step Patient Process
4. Commit to follow the Advocate Script with every patient - Communicate to Patient Process Manager if the script and/or process has not been followed
5. Facilitate a seamless flow between the Advocate and Medical Services Team during each patient appointment
6. Communicate any patient timing and/or out of the ordinary issues to the Shift Supervisor of your shift
7. Serve as the point person for bilingual volunteer advocates
8. Attend departmental and volunteer meetings as necessary
9. Assist with fundraisers as necessary

Qualifications:

1. Meet requirements listed on the Assure Women's Center Application
2. Excellent communication & Organizational skills
3. Proficiency in English & Spanish Required