Assure
WOMEN'S CENTER
6510 Sorensen Parkway, Omaha, NE 68152
Phone: (402) 390-9700
www.FirstStepToLife.com

Job Title: Advocate

Reports To: Staff Advocate – Patient Support Manager/Volunteer Advocate – Office Supervisor

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 at the start of each shift 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 Support 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. Attend departmental and volunteer meetings as necessary
8. Assist with fundraisers as necessary (Staff)

Qualifications:

1. Meet requirements listed on the Assure Women's Center Application
2. Excellent communication & Organizational skills