

Job title	Abortion Recovery (aR) Program Manager
Reports to	Director of Client Services
Hours	Part-time, 24-39 hours or Full-time, 40 hours
Classification	Non-Exempt, Hourly

Ministry Purpose

The aR Program Manager is responsible for managing support services to the post-abortion community. Provides ongoing education and awareness regarding post-abortion syndrome needs to those around us including staff, clients, counselors, resource agencies, schools and churches. The aR Program Manager maintains current policy and procedure, protocols, client forms and resources for abortion recovery program clients.

Staff Supervision

This position reports to the Director of Client Services. The aR Program Manager is responsible to supervise the aR Coordinator and provides volunteer supervision.

Essential Duties and Responsibilities

- Provide leadership and whole person care, including spiritual care from a Christian view, including pro-life and chastity affirming principles to all direct reports and clients.
- Maintain proficiency in the L.O.V.E Approach Book and provide direct client care accordingly.
- Assist in recruiting and training volunteers for Connection meetings, support groups, 1-on-1 support, retreat weekends, annual luncheon and other functions within the ministry both in-person and through virtual platforms.
- Develop content for Connection meeting discussion, host meetings, collaborate with aR Coordinator to schedule volunteers, and send email reminders for monthly Connection meetings.
- Coordinate, assign duties, and implement the event planning details and sponsorship for the weekend retreats with the aR Coordinator, Retreat Site Coordinator, Lead Team Facilitator, Support Team Leader, Clergy, Mental Health Professionals, and Client Services Director.
- Coordinate and implement the event planning details of the annual luncheon.
- Conduct a formal participant intake process that assesses readiness for groups, communication with professional counselors as needed, referrals to professional help, and emergency care.
- Leading and/or overseeing support groups and 1 to 1 support (i.e., screening participants, monitoring progress, conflict resolution, etc.), both in-person and virtual formats.
- Develop program outreach to community by maintaining good communication with key relationships in other organizations, social agencies,

churches, schools, etc. and participate in community events that will expand community awareness of aR Programs.

- Coordinate aR Advocates Coalition by hosting collaborative monthly meetings and participate in aR Advocates annual conference.
- Maintain ongoing supportive relationships with participants who have successfully completed the program. Encourage ongoing community by offering continued healing opportunities after completing support group(s) and/or retreat and discern volunteer potential.
- Submit prayer requests, content, testimonies, and statistics for brochures, website, social media, presentations, and newsletters.
- Prepare blogs, articles, information as requested for print and social media needs.
- Update AbortionRecoveryInfo.org as needed.
- Provide weekly content for aR specific social media.
- Follow-up with referrals from our centers, websites, collaborative partners, churches, and the community.
- Maintain coverage, follow-up, and show the love of Christ on the aR CareLine phone and textbox through the assistance of trained staff and volunteers.
- Coordinate aR testimonial speakers for churches, Roe Remembrance, National Day of Remembrance, Galas, and community events.
- Submit client statistics and other items of interest within aR ministry.
- Assist in training new staff and volunteers as needed.
- Adhere to PDHC policy on Client Relationships.
- Commit to and uphold PDHC Culture values to *Live Like Jesus* (1 John 2:6, Philippians 4:8-9) through *Adoration* (1 Chronicles 16:11, Psalm 143:8), *Integrity* (Proverbs 11:3, 1 Thessalonians 4:3), *Honesty* (Ephesians 4:25, John 17:1), *Respect* (Romans 12:10, Hebrews 13:17) and *Live Mission: Unity* (Philippians 2:5, Ephesians 4:16), *Trust God* (Proverbs 3:5-6, Matthew 6:26-27), *Collaboration* (Ecclesiastes 4:9-10a), *Communication* (Ephesians 4:29).
- Attend staff meetings and applicable training to enhance knowledge of abortion and abortion recovery
- Complete Cyber Security training annually.
- Other duties as assigned.

Qualifications

- Pro-life convictions and heart-felt desire to represent and live out the policies and principles outlined in the PDHC mission statement, Commitment of Care and Competences, and the *Employee Policy Handbook*.
- Attests commitment to the Christian faith by the Nicene Creed and participates in a local church.
- High School degree required; some college preferred.
- Previous work experience in abortion recovery ministry preferred.
- Management training preferred.
- Life-affirming crisis intervention counseling experience and training preferred.
- Great communication and people skills.
- Outstanding organizational and stress management skills, aptitude in problem solving.

- Reliable, dependable, and dedicated to commitments and follow-through.
- Flexible and adaptable during change and crisis.
- Proficient computer and audio-visual skills.
- Initiative and creativity with the desire to work on a team.
- Experience and sensitivity in working with individuals from diverse cultural backgrounds.

Working conditions

This position requires some evening and weekend availability.

Physical requirements

This position may require standing for extended periods of time and lifting up to 40lb. objects on an as needed basis.