



Program Coordinator

Job Title: Program Coordinator
Classification: Full-Time

Supervisor: Executive Director

General Summary and Objectives

The Program Coordinator plays a pivotal role in the work of advancing Pregnancy Aid Clinic's services for women and families. The coordinator will work closely with the Executive Director and client-facing advocacy team to implement PAC's *Year of Hope* pilot program initiative, designed to ensure clients have basic needs met during pregnancy and the first year of their child's life. Duties will include tracking client referrals, working with partner agencies and affiliates, meeting with the client advocacy team and partner agencies to monitor the list of clients currently in the program and ensure services and/or funding are delivered in a timely manner, and in accordance with program policy. The coordinator will be a subject matter expert in the area of wrap-around social service resources to support pregnant women and new parents. The coordinator will maintain and update a listing of Metro Atlanta resources for emergency and transitional housing, financial support, domestic violence, mental health, childcare and more. The coordinator will build relationships with key personnel within those agencies and, as necessary, call upon the relationships when needed. This will be an evolving position, requiring a professional with the ability to be flexible, think creatively and strategically, build relationships, while also attending to detail and follow-through.

About Pregnancy Aid Clinic (PAC)

Pregnancy Aid Clinic is a non-profit medical clinic that has been providing medical services, client advocacy, parenting education and post abortion healing regardless of financial ability, race, age, or religion since 1984. PAC operates three clinics throughout Metro Atlanta in Forest Park, Downtown Atlanta and Roswell. In a significant growth mode, the clinic provides thousands of services to women and families in need of medical services and wrap-around support. The clinic is endorsed by the Roman Catholic Archdiocese of Atlanta, with all clinic services in keeping with social teachings of the church and the Catholic perspective on the dignity of all human life.

Mission Statement

Operating from the Catholic belief in the sanctity of life, PAC compassionately delivers services and programs created to lift-up women, men, and families during moments of uncertainty or grief, through a journey designed to reveal their own dignity and claim their own future.

Duties and Responsibilities:

- Lead weekly case management meetings with partner agency(ies) and PAC's client advocacy team
- Adhere to the *Year of Hope* established clinical policies and procedures and help ensure team members are following policy
- Track and monitor REACH (Resource Education and Community Helping Hands) clients to ensure cases are moving forward and clients are served in accordance with case notes
- Work with advocacy team and partner agencies to help vet client needs within a given set of criteria
- Work with the team to make recommendations for direct services including budget requests
- Secure budget approval from Executive Director for any direct service funding
- Work with partner agency(ies) to facilitate fund disbursements
- Build relationships with Metro Atlanta social services, starting with the list of resources PAC has built. Make ongoing updates to the list including key information, contacts, agency requirements, and relevant notes
- Ensure program implementation fits within the mission of Pregnancy Aid Clinic, adhering to principles outlined in PAC's statement of faith.
- Ensure all clients are served with consistent criteria, in a dignifying, life-affirming way that provides tangible support designed to build self-sufficiency.
- Maintain confidentiality as required by HIPAA

Qualifications

- Strong commitment to the sanctity of all human life
- Experience (either volunteer or professional) within the social service and/or Catholic social teaching program community in Metro Atlanta
- Resourceful and able to work independently with diligence
- Detail-oriented and ability to track and keep up with at least a dozen client cases simultaneously.
- Ability to think strategically and creatively to best serve the clients and program team
- Yield decision-making to professional agencies and program team as appropriate- serving in the facilitator role to provide a foundation of support for the program
- Ability to express self-control, Christian ethics, refrain from gossip and conduct oneself in accordance with the life-affirming principles of the clinic



Work Location

- PAC’s business office is located in Roswell. Additional clinics are in Forest Park and downtown Atlanta. Work location can be flexible with expectation of at least 3 in-person days per week in an agreed-upon clinic location.

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions.

I have received a copy of this job description. I understand, affirm, and subscribe to the requirements, responsibilities and duties of this job.

Employee _____
(Signature)

Date _____

Employer _____
(Signature)

Date _____

Title _____