

Data Entry/Recurring Clerical Support Volunteer Job Description

Title: Data Entry Volunteer, Clerical Support Volunteer

Supervisor: Client Services Manager, Nurse Manager, Executive Director

Description: Provides indirect service to clients through data entry and other clerical support.

Qualifications:

- ♦ Commitment to South Texas Pregnancy Care Center's Guiding Principles
- ♦ Solid commitment to pro-life and responsible sexual values
- ♦ Strong motivation to serve others in distress
- ♦ High School diploma or higher degree
- ♦ Clear background check (no history of violent or abusive incidents)
- ♦ Ability to work independently and cooperatively
- ♦ Excellent written communication skills
- ♦ Basic computer skills, including familiarity with word processing and data base programs
- ♦ Willingness to be trained in new computer programs
- ♦ Excellent organizational and filing skills
- ♦ If post-abortive, successful completion of Surrendering the Secret, or other comparable post-abortive healing program

Duties of Data Entry Volunteer:

- ♦ Maintain guidelines of South Texas Pregnancy Care Center Guiding Principles document.
- ♦ Work 80% of scheduled shifts. Notify Client Services Manager of scheduled absences at least two working days prior to absence.
- ♦ Participate in prayer time at the beginning of each shift.
- ♦ Maintain understanding of STPCC client paperwork requirements, updates and changes.
- ♦ Correctly enter all required data into computer data base.
- ♦ Create new physical file folder for each new client.
- ♦ Highlight mistakes made by volunteers or staff and submit to the appropriate person for correction.
- ♦ File completed file folders before end of each shift.
- ♦ Attend 75% of quarterly Volunteer Lunch & Learns or other educational events (or make arrangements to receive the information individually).

- ♦ Read new articles and literature in the Continuing Education Binder.
- ♦ Offer feedback to Client Services Manager and other staff regarding client care and personnel issues, when applicable to volunteer service.
- ♦ Perform other duties as requested by Client Services Manager or other staff.

Duties of Recurring Clerical Support:

- ♦ Perform clerical tasks as requested by Client Services Manager or other staff.

Signature

Date

STPCC Representative Signature

Date

Executive Director Client Services Manager Nurse Manager Administrative Assistant