



Hope Clinic for Women Job Description

Position Title:	Pregnancy Services Social Work Intern
Position Type:	Internship; min. 20 hrs./week
Hours:	Clinic hours are Mondays-Thursdays, 8:30AM-5:00PM, Fridays from 8:30AM-2:30PM. Position requires completion of in-clinic tasks Mon.-Fri.
Work Environment:	This internship role operates in a professional office environment, with routine use of standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
Reports To:	Pregnancy Services Manager, Pregnancy Services Coordinator and/or Pregnancy Case Manager

Mission

Hope Clinic for Women is a faith-based, safe and confidential place for anyone dealing with life choices regarding past, present and future pregnancies. We provide education, counsel and medical care for anyone regardless of age, race or religion.

Vision

Hope Clinic for Women is a Christ centered ministry existing to honor the sanctity of all human life as exemplified by:

- Teenagers and single adults choosing abstinence until marriage
 - Women and men choosing life for their child in the midst of a pregnancy
 - People experiencing God's grace and forgiveness after an abortion
 - The transformation of hearts and lives by discovering the purpose and potential God intended for all His children
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Position Description: Hope Clinic is seeking a motivated, creative, and organized graduate level Social Work student who can use Social Work instruction and course learning to assist the Pregnancy Services Team over 1-2 semesters in supporting women and men who have chosen life in the midst of an unplanned pregnancy. Responsibilities include:

- Conducting options counseling appointments (min. 2 per week) for women or men in unexpected pregnancy situations and document in EHR.
- Conducting Bridge Parent Support Program assessments and intakes.
- Conducting various assessments to determine client emotional well-being.
- Provide individual and/or group counseling for Bridge Program clients as appropriate (2-3 sessions/week).
- Conduct monthly Bridge client check-in calls.
- Contacting mentor volunteers monthly for Mentor Case Note reminders.
- Completion of 1 Special Project needed by Pregnancy Services Dept. (i.e., contact community resources to update resource materials/manual; provide a staff training on a subject of interest or on an online community resource option designated by agency, etc.).

- Act as phone counselor for appointment scheduling, transferring calls, providing community resource links.
- Assist with other miscellaneous department administrative tasks as needed.

Degree/experience requirements:

- Working towards MSW from an accredited graduate program.
- Experience with nonprofit service agencies a plus.
- Proficient in Microsoft Office and other computer applications
- Understanding of handling protected health information, preferred

AAP/EEO Statement:

Hope Clinic for Women provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or genetics. In addition to federal law requirements, Hope Clinic for Women complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Hope Clinic for Women expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.