



Job Title: Patient Advocate

Reports To: Director of Patient Advocacy

Minimum hours required per week:

- Part-time Positions available (20-25 hours per week on average)
- Day shifts, Evening Shifts and Saturday shifts available

Objective: Patient Advocates advance the mission, vision, and values of the Crisis Pregnancy Center of Tidewater, Inc. (CPC) primarily by meeting with patients one on one to provide education and information helping her during this difficult time. Patient Advocates will be fully trained assuring that each patient is provided with care, compassion, confidentiality, integrity and excellence.

Below are the essential duties and responsibilities, other duties may be assigned.

Shift Responsibilities

- Patient Contact
 - Meet with scheduled patients including walk in appointments
 - Complete Follow up phone calls with patients
- Reporting
 - Fill out data entry related to patient appointment
 - Pull necessary reports for daily/monthly operations
- Availability
 - Maintain a great attitude and offer flexibility in your schedule
 - Shifts scheduled at rotating clinic locations
- Skills
 - Bilingual (English and Spanish) preferred

Qualifications

- Must be at least 21 years of age
- Must have strong Christian faith and in agreement with CPC's Statement of Faith and Principle

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