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***Hiring for one year Contract: Client Services; Director of Operations, Oshawa site***

**Objectives of Position:**

1. To assist the Executive Director (E.D.) in carrying out all the administrative and supervisory duties particularly relating to the Pregnancy Help Centre of Durham, Oshawa site.
2. To carry out the policies and directives of the Board of Directors.
3. To raise issues, questions, suggestions with the E.D. concerning the management of the Pregnancy Help Centre of Durham in Oshawa
4. To facilitate the development of services with an assessment of the needs of our clients and enhance the delivery of our services to them.
5. To be in full agreement with our Statements of Faith, Purpose and Principles.

**Reports to:** Executive Director (E.D.)

**Supervises:** The volunteer staff of the Pregnancy Help Centre (PHC) as directed by the E.D.

**Major Duties:**

***Staff/ Volunteer Management***

1. To facilitate and contribute to training of all the staff, assisting the E.D. as requested.
2. To provide on-going supervision and support to staff and volunteers and to evaluate staff and volunteer performance.

***Client Support:***

3. To oversee the provision of services to the clients consistent with our policies and statements.

***Public Relations:***

4. To recruit volunteers, particularly in local churches, for involvement at the PHC as mentors or on-site volunteers
5. To assist in the promotion of the PHC through verbal and written communication particularly to pastors, churches and our community network.
6. To be involved in fundraising efforts to support the PHC through events, public relations, and granting foundations or organizations as appropriate.

***Education:***

7. To educate the community regarding pregnancy and its options, encouraging abstinence from sex outside of a marital relationship, consistent with the principles outlined in scripture.
8. To take a leadership role in the development of initiatives to enhance our client's life skills.

***Administration:***

9. To participate in formulation of operational procedures necessary for consistent and optimal operation of the PHC
10. To ensure that accurate records and statistics are kept and that statistical reports are compiled. To communicate stats monthly.
11. To assist the E.D. in preparing monthly reports of the PHC for the Board of Directors.
12. To assist the E.D. in the formulation of the operating budget and to operate within the budget particularly as it relates to programs under your direction
13. To carry out such other duties as may be prescribed from time to time by the E.D. or the Board of Directors

**Qualifications:** BA or BSc in Nursing or Health Sciences, Psychology or Social Work is preferred or college Diploma/ Degree in Human Services, Nursing or Child Youth Family Worker programs

Successful completion of volunteer training prior to the assumption of official duties will be required.

**Salary:** \$21.00 per hour with maximum 25 hours weekly for a period of one year on contract with the future possibility of employment with benefits at the completion of the contract.

References may be required upon request.