

**CARENET PREGNANCY CENTERS, NCW
POSITION DESCRIPTION**

TITLE: BRANCH MANAGER CLASSIFICATION: CARE NET PREGNANCY CENTERS, NCW	REPORTS TO: CARE NET PREGNANCY CENTERS, NCW EXECUTIVE DIRECTOR
Date Approved: 01/01/2024 Care Net Pregnancy Centers, NCW Executive Director Signature: _____	

Objectives of the position: The Branch Manager has the responsibility for the day to day operation of the branch(s) of Care Net Pregnancy Centers, NCW. This includes the training and management of all volunteers and the implementation of the necessary programs to meet clients' needs.

The Branch Manager also has full responsibility for implementing the policies and procedures approved by the Board of Directors within the parameters of the Care Net budget. In addition, the Branch Manager is responsible for administrative, development and community relations/public relations.

Status: Part-time. Refer to the most recent Personnel Action Form for current FTE status.

Essential Functions:

Perform the following duties in accordance with existing policies and procedures under the authority and direction of the Executive Director of Care Net Pregnancy Centers, NCW.

- I. Administrative:
 - a. Provide managerial support, direction and supervision to staff and volunteers.
 - b. Conduct yearly written and oral evaluations of personnel.
 - c. Coordinate with Executive Director on annual budget that is presented to the Board of Directors for approval.
 - d. Insure that all monies are taken to Care Net Pregnancy Center in Omak.
 - e. Assist the Executive Director with coordination of a yearly calendar for the ministry and implementation of special events.
 - f. Insure that all center policies are carried out, as well as new policies to be approved and implemented.
 - g. Generate and provide monthly reports for all board meetings no later than the second Friday of each month.
 - h. Maintain policies and procedures manual for the operation of the branch.
 - i. Make prayer an integral part of the day to day operation of the branch.
 - j. Review client files, care provider summaries, and offer suggestions and encouragement to volunteers.
 - k. Oversee record keeping and effective follow-up of clients by volunteers.
 - l. Contribute to the newsletter
 - m. Schedule all volunteers

- n. Handle routine business calls.
 - o. Responsible for the day-to-day cleaning of the center and notify the CEO of any building maintenance that may need to be done.
 - p. Other duties as assigned.
- II. Development:
- a. Work with the Executive Director to execute major fundraising events.
 - b. Assist with a program to appeal to church mission's boards for financial support.
 - c. Communicate monthly with those who make non-monetary donations to the branch.
 - d. Be involved in expansion and visibility of the ministry in the community.
 - e. Obtain feedback and continually assess goals for establishment of an effective ministry.
- III. Public Relations:
- a. Maintain a working relationship with agencies physicians, churches and organizations that refer clients or accept referrals from Care Net.
 - b. Educate the local community including churches, pastors, community groups and professional community about Care Net and the sanctity of human life with the goal of obtaining support and involvement with the ministry.
 - c. Assist the Executive Director with speaking engagements in the local community as requested.
 - d. Participate in fundraising events.
 - e. Develop and maintain relationships with pastors and churches in the community.
 - f. Develop and maintain relationships with other ministries and organizations that meet client needs (DSHS), breastfeeding, Support Center, Community Action, Family Coalition, Department of Health).
 - g. Assist and consult with the Executive Director in the development and/or revisions of promotional materials used in presenting Care Net to clients, churches, and the community (brochures, flyers, business cards, etc.).
 - h. Work closely with the board of directors to promote public awareness of the ministry through advertisement and church presentations.
- IV. Client Services:
- a. Oversee peer counseling and all other services provided for clients
 - b. Provide peer counseling and services for clients when volunteers are not available.
 - c. Maintain and update the referral resources for volunteers and client use.
 - d. Develop and oversee client support services offered by the ministry.
 - e. Evaluate, select, and maintain needed educational material and resources for client use.

- V. Training:
 - a. Trains new volunteers as set forth in the policies and procedures manual
 - b. Must complete all required online training and ensure that all volunteers complete online training.
 - c. Assist Executive Director in recruiting, selecting, and interviewing possible volunteers for the Branch Center.
 - d. Check in with all volunteers quarterly and schedule meetings with them as necessary.
 - e. Recruit, develop, and nurture volunteers to assist in operational procedures.

- VI. Supervision/Evaluation:
 - a. Assess and evaluate volunteer performance and facilitate yearly evaluation of volunteers.
 - b. Availability to volunteers for information, questions, and assistance.
 - c. Assess ongoing performance of volunteers and follow biblical principles for confrontation when the need arises.

Minimum Qualifications:

- I. Values
 - a. Must be a committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior.
 - b. Exhibit strong commitment and dedication to the sanctity of all human life.
 - c. Agree with and be willing to uphold the Statement of Faith, Statement of Principle and all policies of Care Net Pregnancy Centers, NCW.

- II. Education and Experience
 - a. Previous experience as a volunteer in some ministry capacity
 - b. Possess two (2) years of experience in a helping profession in a position requiring management experience or equivalent.

- III. Skills and Abilities
 - a. Exhibit skill in interpersonal communication, public speaking and problem solving.
 - b. Ability to provide spiritual leadership, discipleship and support to the Volunteers.
 - c. Ability to carry out responsibilities with little or no supervision.
 - d. Ability to develop and implement strategic plan for goals for the Branch.

The Branch Manager will receive an annual evaluation by the Executive Director.

Continued on page 4

I have read and understand the Position Description for the position I hold at Care Net Pregnancy Centers, NCW. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at Care Net Pregnancy Centers, NCW.
2. It does not constitute an employment contract with Care Net Pregnancy Centers, NCW.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Care Net Pregnancy Centers.

I understand and agree that my employment with Care Net Pregnancy Centers, NCW is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee's Personnel File _____

Copy: To Employee _____

Copy: Position Descriptions File _____