

Loreto House

1100 N. Bonnie Brae St.
Denton, Tx 76201

Job Description Advocate

02/13/2023

Loreto House is a 501-C-3 non-profit Life Affirming organization.

Position: Advocate

Class: Exempt, Full-time 40+ hours per week

Health Reimbursement Plan provided: QSEHRA health reimbursement plan.

403 B Retirement: Employee eligible to participate after 1 year of service.

Advocate role

The Loreto House Advocate is on the front-line meeting with abortion minded women and the Advocate is vital to our mission of saving babies and bringing hope to women in need. The Advocate helps to provide a network of support and facilitates parenting classes. Teaching skills are helpful and an understanding of Guest Services Coordination.

Proper record keeping, client confidentiality, file management, and being a team player are essential to the Advocate role. Loreto House never refers a woman for abortion, contraception, or any service that conflicts with the teachings of the Catholic Church. Applicants need good typing and computer skills including Word and PowerPoint. The ability to learn procedures and follow training instructions quickly is important.

Requirements

- Employment subject to background clearance.
- Bilingual is a plus but not required.
- Must be a practicing Catholic and in agreement with the teachings of the Catholic Church including marriage, contraception, abortion, and life issues. Loreto House Statement of Faith available upon request.
- Must be compassionate and loving in serving our guests.
- Must maintain and stay current with all training requirements.
- Will conduct Guest Services Coordination
- Will facilitate prenatal and parenting curriculum.
- Must abide by Loreto House policies and procedures.
- Maintain normal 9:00-5:00 Monday-Friday and may be asked to work extraordinary events and overtime hours.
- Maintain good listening skills and build trust and rapport with the guests served.
- Maintain compassionate, nonjudgmental, and effective in communicating the life message to the women we serve.

Additional requirements and other duties

- Ability to work with Microsoft applications, including Outlook, Word, Excel, Power Point, and other applications. Basic computer skills required and the ability to work office phone, I.T. systems, and other technical aspects of a modern-day organization.
- Communicate all correspondence with proper English composition and clarity. Reports should be professional in appearance.
- Will work closely with the Business Manager and may assist & lead meetings with Guests, Advocates, medical and other staff, and outside resources
- Will be asked to participate in parish fund raising, speaking engagements to further the mission. Some weekend work may be necessary for extraordinary events, parish talks, etc.
- Act as an ambassador for Loreto House and will leverage personal opportunities and associations to help spread the good works of Loreto House.