

Birth Choice Client Services Director – Job Advertisement

Birth Choice of Dallas seeks a Client Services Director for its counseling centers serving the woman in an unanticipated pregnancy and her unborn child. The successful candidate will have volunteer management expertise and fully embrace Catholic teachings on life. This salaried, full-time position requires occasional evening and week-end duties. Information about the Birth Choice ministry is found at catholicpcpdallas.org and birthchoicedallas.org. See job description below. Forward cover letter with resume to director@birthchoicedallas.org or Birth Choice, 8604 Greenville Avenue Suite 102, Dallas, TX 75243.

Birth Choice of Dallas – Client Services Director Job Description

The Client Services Director has responsibility for all Birth Choice service offerings to its clients, women in unanticipated pregnancies. The responsibility extends to all Birth Choice counseling centers (two, currently). Birth Choice is a lay ministry of the Diocese of Dallas. The Director will, as all staff and volunteers, practice Christian values in service to clients.

The Client Services Director reports to the Executive Director and serves as Secretary for the non-profit corporation, Catholic Crisis Pregnancy Centers of Dallas Texas Inc, doing business as Birth Choice.

Position Description

Full-time, exempt
Salaried (No medical insurance coverage)
Officer of Catholic Crisis Pregnancy Centers of Dallas Texas Inc
Occasional after-hours and week-end activities

Primary Responsibilities

Recruit, train, and retain volunteer counselors
Assure quality of all client services
 Confidential counseling
 Pregnancy testing
 Ultrasound services
 Mother and baby gifts
Maintain client records
Represent Birth Choice at business and social functions, as required
Coordinate counseling activities with pro-life Catholic and other religious organizations

Required Skills

Effective Communications – Verbal, Written and Pedagogical
Computer Proficiency – Microsoft Office Suite
Established Leadership – Ministry and/or Business
Spanish Speaking – A Real Plus

Beyond required skills, the Client Services Director will possess the grace of an angel, the wisdom of Solomon and the patience of a saint.