



**JOB DESCRIPTION:**  
**Restoration Coordinator**

**Position Summary:** The Restoration Coordinator, within the structure and staffing of the Program Department provides support to the Restoration Program Team including facilitating HOPE groups and Life Services Coaching.

**Reports to:** Program Director (PD)

**Employee Status:** 20-30 hours/week

**Compensation:** Rate of pay is TBD. Paid PTO (see Employee Handbook)

**A. BASIC REQUIREMENTS** of all Life Services employees:

1. Demonstrate a firm commitment to Jesus Christ as Lord and Savior.
2. Be committed to the pro-life perspective.
3. Be in full agreement with the LIFE SERVICES Mission Statement, Statements of Principle, and Statement of Faith, Statement of Marriage Gender Sexuality
4. Maintain faithful attendance in a local church.
5. Maintain personal relationship with Jesus Christ through devotions, prayer and/or Bible study
6. Be dependable, stable, and capable of following through on commitments.
7. Able to express a basic, Biblical understanding of human nature.
8. Demonstrate respect for all clients and residents at all times.
9. Possess knowledge of Scripture, especially as it pertains to the sanctity of human life, forgiveness, and salvation.
10. Be able to respect confidentiality.
11. Attend Life Services current Orientation and Training.
12. Attend Life Services staff meetings as deemed necessary by the Executive Director.
13. Complete a criminal history check and check of central registry for child abuse.
14. Be capable of maintaining a neutral stance on the question of adoption vs. parenting the child.



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15. Possesses a current driver's license and automobile insurance, which includes medical and liability coverage.

**B. PRIMARY QUALIFICATIONS:**

1. Excellent communication skills, verbal and written.
2. Answering and directing phone calls
3. Organizing and scheduling appointments
4. Scheduling meetings and taking detailed minutes
5. Writing and distributing email, correspondence, memos, letters, and forms
6. Ability to connect and work with high-risk clients.
7. Some familiarity with issues pertaining to how to support those in crisis.
8. A basic understanding of all Life Services Programs.
9. Experience working with social service agencies and churches in the community preferred.
10. Computer literacy, including use of Google Drive, Microsoft Office applications, Internet access, email communication, and familiarity with Canva.
11. Collaborate with the Development Department on brand integrity and logo as directed by the PD.
12. Effectively collaborate with other departments within the Life Services' ministry team.
13. Cultivate partnerships with churches and other organizations who can provide support or connections for the Life Services program through their resources as directed by the PD.
14. As part of the program team performs other duties as deemed necessary by PD.
15. Assist the Program Manager with 3MG (Third Monday Gathering) responsibilities which will require some evening hours.
16. Attend all Staff and Program team meetings.
17. Provide assistance as directed to the Restoration program elements to include counseling, life coaching, HOPE groups, Genesis process, and other trauma informed options.



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**Life Services Coach:**

1. Provide Life Services coaching, utilizing the Life Services Coaching Model for LS Clinic clients.
2. Train and supervise volunteers within the Life Services Coaching Model.
3. Assist Community Resource Director with program or community referrals to best serve the client needs.
4. Perform other duties as directed by the Program Director or Executive Director.
5. Collaborate with Mental Health Therapists to best align coaching sessions with therapy for optimal results.

**Healing (HOPE) Groups :**

1. Researches, chooses and implements Biblically-based curriculum to address post-abortion healing for both men and women.
2. Recruits, trains & establishes all healing group facilitators.
3. Vets potential healing group participants and determines their group readiness.
4. Facilitates minimum 2 healing groups annually.
5. Provides accurate and timely recording of participant information, including Board report metrics and additional information as required.
6. Oversees scheduling of all healing groups, taking care to collaborate with other Restoration team members and Kids Corner staff for location and times.

Employees Signature \_\_\_\_\_ date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ date \_\_\_\_\_