



Job Description
Fatherhood Coordinator

Reports to: Nurse Manager

Hours: 32 Hours weekly/salaried

Revised: April 2023

Job Summary

The Fatherhood Coordinator works with the male clients and volunteers to administer the Resource Health Fatherhood Program. The Fatherhood Coordinator works under the supervision of the Nurse Manager and in overall coordination with the client services staff in the assigned location.

Job Requirements

- Agreement with the Mission, Vision, and Belief Statements of Resource Health
- Exhibits a mature relationship with Jesus Christ as Lord and Savior
- Pro-life in practice and belief with a consistent life-affirming philosophy and a desire to reach out to abortion-vulnerable and abortion-minded men.
- Well established member of a like-minded church
- Desire to share the Gospel and disciple others.
- Work autonomously and self-directed in the implementation of job duties
- Demonstrates proficiency in interpersonal communication.
- Ability to show compassion towards all clients.
- Team player who shows a willingness to work in collaboration with client services staff.
- Willingness to be flexible and adapt to changes and restructuring of position as directed by supervising staff.
- Proficient in the use of Microsoft Word, Excel, Outlook, and various web-based software
- Proficient with Technology
- Holds current CPR certification or willingness to become certified and stay certified throughout employment.
- Must be 21 years of age or older.
- Must be a team player and have the teams' accomplishments ahead of own



General Responsibilities

- Meet with male clients for an initial PRC intake at pregnancy test or ultrasound visit.
- Does individual case management for education with dads such as Fathering in 15.
- Offers resource referrals to clients as needed.
- Recruits, interviews, and gains approval for men to fill co-facilitator roll for Dads Matter Classes
- Trains co-facilitator
- Follows up with clients by text, phone, or email via RH communication platforms.
- Purchases food and prepares incentives needed for Dad's matter classes.
- Connects male clients with male mentor program.
- Accurately document client activity in database
- Works in cooperation with Fatherhood Program Developer and other Fatherhood coordinators to develop and execute the Resource Health Fatherhood program.
- Willing to drive and work at varied assigned locations as needed.
- All other duties as assigned by supervisor.
- Able to lift 30 pounds.

Staff Development

- Completes annual performance review with supervisor.
- Completes bi-annual CPR certification.
- Completes annual HIPAA training.
- Attends scheduled all staff and departmental meetings.
- Completes reading assignments.
- Attends approved outside training as available.