



Hope Pregnancy Centers (HPC) are a faith-based, non-profit, life-affirming ministry of Oklahoma Baptist Homes for Children (OBHC) offering pregnancy tests, pregnancy option education, ultrasounds, Empowered Parenting & Fatherhood programs and post abortion ministry. All services are free and confidential.

OBHC Mission Statement: The mission of Oklahoma Baptist Homes for Children is to demonstrate God’s love by providing hope through empowering children and their families to follow Christ.

HPC Mission Statement: To help young men and women have hope and choose life in the midst of an unplanned pregnancy.

Director, Hope Pregnancy Center

Job Description Summary: The Director will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This is a full-time exempt position. The employee will receive a salary based on those hours. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of ‘*direct patient care or direct childcare*’ and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Ardmore

Reports to: The Director is responsible to and under the supervision of the State Director of Home Pregnancy Ministries.

Supervises: The Director supervises the center’s Client Care Coordinator, Administrative Assistant, and the Volunteer Coordinator.

Requirements: *“For an overseer, as God's steward, must be above reproach.” Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial and resurrection (Jn. 14:6).
2. Believe the Bible is the inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist church (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

Educational Requirements: *“Do you see a man skillful in his work? He will stand before kings; he will not stand before obscure men.” Proverbs 22:29, ESV*

1. Minimum of high school diploma.
2. Proficient in Microsoft Office, organization and administrative skills.
3. Leadership skills and experience.
4. Organizational, administrative skills and experience.
5. Ability to communicate effectively and build rapport with clients (especially college age), staff, volunteers, supporters, churches, colleges, schools, community colleagues, and OBHC/HPC leadership.
6. Initiative and the ability to work independently and with a team.
7. Flexible schedule that allows for evening and weekend work when needed.

We are a religious employer and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities: *“Whatever you do, work heartily, as for the Lord and not for men” Colossians 3:23, ESV*

- 1. Recruit, Train, Encourage, Supervise and Support the HPC Staff and Volunteers in a Christ-Like Manner.** *“Moreover, look for able men from all the people, men who fear God, who are trustworthy and hate a bribe, and place such men over the people as chiefs of thousands, of hundreds, of fifties, and of tens.” Exodus 18:21, ESV*
 - A. Provide direct management of the HPC staff and volunteers, which includes orientation, training, scheduling, continuing education, recognition and encouragement.
 - B. Actively seeks opportunities to recruit volunteers to assist in the operation of the services and ministry of HPC and related Hope Ministries.
 - C. Support the HPC staff and volunteers by providing spiritual growth and development opportunities, appropriate work schedules, appropriate accommodation of emergency, special, or unscheduled events/situations that

affect the established work schedule, training opportunities and available resources for personal and family counseling when appropriate.

2. The HPC Director Will be Responsible to the State Director for Administrative Management of HPC Staff. *“shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock.” 1 Peter 5:2-3, ESV*

- A. Coordinate with OBHC’s Human Resources department and State Director regarding prospective employees.
- B. Assist in the implementation of performance appraisal for supervised staff. Provide the President, Vice President of Programs, and the HR department with remedial plans, goals, and identification of strengths for all employees directly supervised.
- C. Works with HR department to keep accurate and complete documentation of each employee’s progress, strengths, weaknesses and responses to remedial and action plans.
- D. When appropriate, assist State Director and Vice President of Programs in termination process for supervised employees, in accordance with the policies and procedures of OBHC.
- E. Supervise HPC’s staff.
- F. Approve vacation time and sick leave for the HPC’s staff.

3. Direct the Overall Implementation of the HPC Program, Services and Ministry.

“Where there is no guidance, a people falls, but in an abundance of counselors there is safety.” Proverbs 11:14, ESV

- A. Responsible for the supervision and coordination of all activities, programs, classes, training and other events, both at and away from the center.
- B. Responsible to assist, teach, advise and counsel with volunteers and staff on approved policies, procedures, practices, and philosophy in response to the needs and problems of clients and their families.
- C. Responsible to counsel directly with clients as needed.
- D. Responsible for the development and implementation of programs, in coordination with other HPC Directors and State Director, to meet the needs of clients and their families, such as abstinence training, pre-natal care, parenting skills, Bible study, etc.
- E. Provide appropriate resources, information, personal needs and other materials to clients and their families as the need arises and resources are available.
- F. Provide appropriate resources to churches, religious groups, associated Southern Baptist Ministries, community and other civic groups related to men and women in crisis because of unwanted and unplanned pregnancies.
- G. Projects a caring, professional and Christ-like demeanor while taking inquiries from the public for services and ministry opportunities.

- H. Keep accurate, appropriate and up to date information on appropriate Christian based alternative service providers in the area and makes appropriate referrals as needed.
 - I. Keeps accurate and appropriate client records and files in regard to services provided.
- 4. Church and Community Development.** *“But thanks be to God, who in Christ always leads us in triumphal procession, and through us spreads the fragrance of the knowledge of him everywhere.” 2 Corinthians 2:14, ESV*
- A. Assist OBHC leadership in the supervision and coordination of a development representative for HPC.
 - B. Be responsible for ensuring an HPC newsletter/eNewsletter is published as deemed timely.
 - C. Seek relationships building opportunities with community churches, colleges and schools.
 - D. Strives to be well informed concerning OBHC ministries and services and makes appropriate information available in regard to all the various aspects of the services and ministries provided by the OBHC organization.
 - E. Works in cooperation with OBHC/HPC development staff to develop donor and church relationships.
- 5. Assists the State Director of Hope Pregnancy Ministries in the Overall Coordination and Implementation of Program and Services of HPC.** *“Whatever your hand finds to do, do it with your might, for there is no work or thought or knowledge or wisdom in Sheol, to which you are going.” Ecclesiastes 9:10, ESV*
- A. Demonstrates an open and supportive stance of HPC mission statement, values and goals in providing services and ministries to men and women in crisis.
 - B. Assist the State Director of the Hope Pregnancy Ministries in the development, implementation, and review of the HPC’s procedures, practices and programs.
 - C. Works cooperatively with the administration to ensure that the programs, goals and ministries of OBHC and in particular the HPC ministries are represented to the public with integrity and accuracy.
 - D. Be available to represent OBHC in public meetings and churches as needed.
- 6. Responsible for Reporting to State Director of Hope Pregnancy Ministries with Christ-Like Submission.** *“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV*
- A. The Director is responsible to and under the supervision of the State Director of Hope Pregnancy Ministries for the general operation, activities and projects of their position.
 - B. In the absence of the State Director of Hope Pregnancy Ministries, the Director is responsible to the Vice President of Programs for pertinent information

concerning general operations, serious incidents and other factors and circumstances that involve the safety and well-being of the staff members and clients in care.

7. Demonstrates Christ-like Interpersonal Skills

“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel.” Philippians 1:27, ESV

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, volunteers, men, women, children and families (1 Tim. 4:12).
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation utilizing the D.I.S.C. profile as a guide for this confrontation (Mt. 18:15-17).
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff while utilizing D.I.S.C. to better understand who they are and how to communicate to them (Gal. 3:28).
- D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

1. Honor God’s Provision by Keeping OBHC Property Clean and Well Maintained

“So then each of us will give an account of himself to God.” Romans 14:12 ESV

- A. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and picked up (Gal. 6:4, 5).
- B. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

2. Additional Responsibilities

“And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, ESV

- A. Maintains appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).

- D. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
- E. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
- F. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity and only necessary items (Prov. 21:20).
- G. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- H. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- I. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).