
Helping children. Providing homes. Supporting families. Bringing Hope.

Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

Mission Statement

OBHC exists to show and share the love of Christ to children and their families.

Statement of Faith

Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

HPM Purpose Statement

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

JOB DESCRIPTION SUMMARY

This non-exempt position is full-time. The employee is expected to work full-time hours as assigned and 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. The Ministry Assistant 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.

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 child-care'** and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Hope Pregnancy Center Patty Ann Mobile Unit, 11400 S Penn, Oklahoma City, OK 73170

Reports To: The Hope Pregnancy Ministries Mobile Unit Director.

SPIRITUAL QUALIFICATIONS

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.
2. Believe the Bible is the only, inspired, and inerrant Word of God.
3. Mature, Christian person that is actively involved in a Southern Baptist Church.
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 and biblical sexual purity in all circumstances.
6. Concern for God's kingdom, love for those served and a calling to OBHC.

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.

QUALIFICATIONS

1. High school diploma, or equivalent.
2. Organizational and administrative including data entry skills and experience.

3. Proficient in Microsoft Office 365 with familiarity with Outlook, Teams & SharePoint.
4. Receptionist skills.
5. Flexible multitasker and team player.

KEY RESPONSIBILITIES

1. Support the maintenance and operations of the Mobile Unit.

- a. Assist HPC Mobile Director in processing mail, donations and accounts payable as well as related reports, maintaining confidentiality of all donors and donations.
- b. Prepare monthly statistical reports.
- c. Serve on the mobile unit as needed.
- d. Open and close Mobile Unit as needed
- e. Perform daily vehicle and generator checks and documentation
- f. Drive the Mobile Unit to and from locations.
- g. Meet with clients for pregnancy test intake, including assessing patient needs and educating patients on their pregnancy options.
- h. Manage client scheduling (walk-ins, calls, texts, and online appointment requests).
- i. Maintain online appointment scheduler.
- j. Maintain inventories (resource information/literature, office, cleaning & clinic supplies) on Mobile Unit.
- k. Maintain Mobile Unit maintenance records and monitor maintenance needs.
- l. Coordinate social media content creation and posting.

2. Interact with clients, guests, volunteers and staff

- a. Communicate compassionately and effectively, while using discernment, with clients, guests, volunteers and staff.
- b. Share information without taking personal responsibility to solve each client's problem.
- c. Answer the phone, schedule appointments, and greet clients.
- d. Make appropriate community referrals for services not offered by Hope.
- e. Confirm appointments and client follow-up and documentation including monthly birth calls.
- f. Maintain volunteer files and roster and assist with volunteer recognition and events.
- g. Assist in recruiting new volunteers, including speaking at churches and events.
- h. Assist the Mobile Ministry Director with community engagement such as communication, visits and events.
- i. Maintain current community referral guide.

FACILITIES AND PROPERTY MAINTENANCE RESPONSIBILITIES

1. Ensure OBHC facilities are clean, safe, and well-maintained.
2. Follow campus procedures for vehicle use, building care, and maintenance reporting.
3. Report all damage and accidents to your supervisor.
4. Keep allotted office space, office equipment, and other resources clean and well maintained.
5. Use computers and office equipment proficiently and with integrity.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

1. Become familiar with and adhere to OBHC Policy and OBHC Procedures as required.
2. Attend all staff meetings and trainings.
3. Model Christ-like behavior in all interactions with staff, families, donors, volunteers, and residents.
4. Practice biblical conflict resolution and Christ-like confrontation.
5. Foster fellowship, emotional support, and a team-oriented spirit among staff.
6. Collaborate with OBHC personnel to maintain a consistent, positive environment.
7. Represent OBHC professionally at public events when requested.
8. Maintain modest dress, punctuality, and adherence to assigned hours.

9. Use OBHC resources, including credit cards and office equipment, responsibly and with proper documentation.
10. Complete additional tasks as assigned by the supervisor.