Staff and Volunteer Job Application

Options for Women's primary purpose is to erase the need for abortion by serving and meeting the needs of women in our community facing an unplanned pregnancy. We do this by offering high-quality medical services, compassionate counseling, access to community resources and follow-ups throughout her decision-making process.

Mission: Options for Women's mission is to serve women in our community by empowering them with medical information and supportive services to make informed decisions regarding pregnancy and sexual health.

Vision: To cultivate a culture of life in Polk County by promoting awareness about the free services available at Options for Women and supporting patients with compassionate care.

If you are passionate about protecting the sanctity of life and empowering women with their options, we encourage you to apply to join our team. Please send your application and resume to ofw@optionsforwomenphc.com. We look forward to hearing from you!

Note - If you are applying for a medical position (volunteer/staff), please include your current license, CPR certification, and other relevant documents.

Positional Statements

Please carefully read each of the four positional statements below. To be involved with Options for Women, you are required to sign an agreement to uphold each of the positional statements as stated. If you cannot agree to any part of the statements, stop the application process at this point and speak with an Options for Women staff member.

Note – If you are not sure about your agreement or have a question about a statement, write this in the space at the end of this section and continue with the application.

Abortion

1. It is our position that every abortion claims an innocent life.
2. We are painfully aware of the trauma surrounding pregnancies related to rape, incest, deformities of the developing child, and/or health risks to the mother. We exist, in part, to provide helpful intervention in such cases, providing women with the necessary resources to make that decision.
3. In those extremely rare cases where continued pregnancy is reasonably expected to precipitate the mother's immediate and literal death, we encourage the parties involved to prayerfully consider their decision and speak to their physician and emotional support system. Furthermore, we commit ourselves to respect the decision of the woman and to provide whatever support is possible.

Birth Control

1. For far too long, "sex education" in our schools has concentrated on birth control instead of self control. We believe that as people engage in sexual relationships outside of marriage/committed relationships, there will continue to be great numbers of unplanned pregnancies, sexually transmitted diseases, and the emotional challenges that often accompany these situations.
2. Options for Women is working to reach young adults with the less appealing but more truthful message that sex can only be safe and loving within the context of a mutually monogamous relationship.
3. Our staff does not prescribe or provide patients with birth control.

Statement of Faith

We believe in God the Father almighty, creator of heaven and earth.
We believe in Jesus Christ, His only Son, our Lord.
He was conceived by the power of the Holy Spirit and born of the Virgin Mary.
He suffered under Pontius Pilate, was crucified, died, and was buried.
On the third day He rose again.
He ascended into heaven and is seated at the right hand of the Father.
He will come again to judge the living and the dead.

Statement of Principle

1. Options for Women is an outreach ministry of Jesus Christ through His church. Therefore, Options for Women is committed to presenting the gospel of our Lord to women in crisis pregnancies – both in word and in deed. In keeping with this purpose, those who serve the agency as board members, staff, and volunteers are expected to know Christ as their Savior and Lord.
2. Options for Women is committed to the highest degree of integrity in dealing with its patients, earning their trust, providing promised information and services, and avoiding any form of deception in its corporate advertising or individual conversations.
3. Options for Women offers assistance free of charge and does not discriminate on the basis of age, gender, marital status, race, or religious preference.
4. Options for Women provides accurate and complete information concerning prenatal development, abortion procedures and risks, and alternatives to abortion. Recognizing that abortion compounds human need rather than resolving it, this agency does not recommend, provide, or refer for abortions or abortifacients.
5. Options for Women is committed to meeting a woman's need at the point of decision regarding an unplanned or unwanted pregnancy. Through emotional support and practical assistance, women may face the future with hope, and plan constructively for themselves and their babies.
6. Options for Women supports adoption as an excellent alternative to abortion for women experiencing unplanned and unwanted pregnancies. A list of referrals to adoption agencies and attorneys is available for those who find parenting to be impossible at this stage of their lives. However, this organization does not initiate or facilitate adoption for our patients, nor do we receive payment of any kind from these agencies.
7. Options for Women provides accurate and complete information on birth control but does not refer or provide birth control to our patients. We do encourage abstinence as being the preferred method of birth control until the individual enters a monogamous committed lifestyle.
8. Options for Women is committed to encouraging sexual abstinence among those who are single and fidelity within a marriage relationship.

If you have any variance with any part of the four positional statements above or any questions about them, please state them below.

_____

_____

Demographic Information:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____Business Phone: _____

Emergency Contact #1 - Name (First, Last) _____

Phone Number: _____ Relationship: _____

Emergency Contact #2 - Name (First, Last): _____

Phone Number: _____Relationship: _____

Interest in Options for Women:

How did you hear about Options for Women? _____

Why would you like to be involved with Options for Women? _____

Are you interested in working directly with patients? ☐ Yes ☐ No

Are you interested in a staff or volunteer position? _____

Abortion and Adoption Experiences:

Have you had any personal experiences with abortion or adoption? ☐ Yes ☐ No

If Yes, please describe: _____

_____

_____

_____

Relevant Experience and Skills

Please describe any experience you think may be relevant to working at Options for Women. This can be employment, volunteer experiences, occupational training, public speaking, etc.

Organization/Company Job Title Responsibilities

_____

_____

_____

_____

Please provide us with information about skills you may have.

_____

_____

_____

_____

Availability and Frequency

To help us understand your availability, please indicate the times you are available to work by checking the boxes that apply to you.

Day	Morning (8AM-12PM)	Afternoon (12-4PM)	Evening (4PM-8PM)
Monday	☐	☐	☐
Tuesday	☐	☐	☐
Wednesday	☐	☐	☐
Thursday	☐	☐	☐
Friday	☐	☐	☐
Saturday	☐	☐	☐
Sunday	☐	☐	☐

Please indicate how often you are available to work by checking the option that best describes your preference:

Frequency	Check One
Multiple times per week	☐
Once a week	☐
Every other week	☐
On call (as you need me)	☐
Once a month	☐
Other:	

Area of Interest

Please circle the roles you are interested in.

Volunteer Positions

Patient Resources	Medical Services	Advancement	Marketing	Office Support
Advocate	Nurse	Baby Bottle Campaign Volunteer	Social Media Assistant	Administrative Support Volunteer
Abortion Recovery	Sonographer	Community Outreach Ambassador	Graphic Designer	Office Help
		Special Events Assistant	Blog Writer	

Staff Positions

Patient Resources	Medical Services	Advancement	Marketing	Office Support
Advocate	Nurse	Executive Director	Communications Strategist	Office Manager
Patient Services Director	Sonographer			Operations Director
Patient Resources Manager	Nurse Manager			

If you have any other special skills you would like to serve Options for Women with, please list here: _____

References

Involvement with Options for Women requires two references, one from your current Pastor and one from a person who knows you well and for longer than a year. The personal reference cannot be an immediate family member and should be someone with whom you have worked or volunteered with.

You are responsible for getting the Reference Forms located at the end of this Application to the people who will complete the forms on your behalf.

Where do you attend church? _____

Name: _____ Address: _____

Please list the two people who will be completing the Reference Forms for you.

Pastor: _____ Phone: _____

Personal: _____ Phone: _____

Relationship to you: _____

Commitment To Standards and Non-Disclosure

Options for Women is committed to serving patients and donors with the highest professionalism. All staff and volunteers must agree to and adhere to the following standards throughout their involvement.

- I will know and responsibly work towards fulfilling Options for Women mission and strategy.
- I will serve women and men in unplanned pregnancies and post-abortion counseling with care and compassion, speaking the truth in love.
- I will keep all patients' identities and life situations in strict confidence at all times.
- I will keep all donors' identities and donations in strict confidence at all times.
- I will keep all business operations, processes, methods, and documentation of Options for Women in strict confidence at all times.
- I will comply with the policies and procedures established by Options for Women.
- I will commit to serve in my position with Options for Women for at least one year, following training (staff only).
- I will never refer or advise any woman to have an abortion.
- I will uphold Options for Women policy on birth control, which promotes abstinence and does not provide birth control to patients.
- I will maintain my scheduled hours and to seek a qualified substitute when necessary.
- I will be prepared for my scheduled duties and will remain responsibly engaged while performing my duties.
- I will pray for the Options for Women staff, volunteers, and patients.
- I will maintain any professional licenses and certifications required to perform services at the clinic.

Questions or comments concerning the above Commitment to Standards and Non-Disclosure:

_____

_____

Signature of Agreement and Commitment

By signing this application, I confirm the information is accurate and agree to uphold the mission, values, standards, and non-disclosure policies of Options for Women. Additionally, I confirm that I have included any current questions, concerns, or differences I may have.

Print Name: _____

Signature/Date: _____