

Blue Mountain Clinic

Job Description: Abortion Peer Counselor

Job Summary: This person oversees the well-being of women seeking abortion services. Performance of duties reflects the BMC mission of providing education and information on health care issues in order that clients will have maximum involvement in the care they receive.

Specific Duties and Responsibilities: Note: This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities of personnel so classified.

Guides client through her appointment, including:

Peer Counseling: Provides safe and supportive atmosphere for clients to make informed decisions regarding pregnancy outcome; provides accurate, non-biased information for informed consent regarding medical procedures associated with abortion, birth control methods, and sexually transmitted infections. Reviews and discusses aspects of client's medical history and reviews consent forms with client to ensure client understands and completes consent forms. Provides information on relaxation techniques and acts as client's support person.

Pre-Op: Collects urine sample if needed, takes vital signs, and does Rh and HgB blood testing.

Surgery: Assists during the abortion procedure by handing instruments, checking vital signs, and helping client with relaxation techniques.

- * Acts as liaison between the client and health care providers.
- * Participates in non-client day meetings and stays apprised of schedule changes.
- * Follows through on all instructions from RN and MD and provides follow up with client as appropriate.
- * Adheres to all required CLIA and OSHA guidelines and practices.
- * Refers clients to other health care professionals as appropriate.
- * Informs RN and MD of any unusual medical, social, and/or emotional problems that may affect the client's experience.
- * Works in lab on clinic days based on a rotating schedule.
- * Stocks counseling and procedure rooms with informational literature and other necessary supplies and informs AB coordinator of shortages.
- * Participates in procedure room stocking, set-up and clean-up.
- * Documents all pertinent information clearly and accurately in client's medical chart.
- * Reviews chart for completeness. Routes charts to appropriate location.

Qualification and Experience:

- * High School Diploma or GED required.
- * Experience in women's health care preferred.
- * Experience in crisis intervention and/or peer counseling preferred.

Knowledge, Skills and Abilities:

- * Ability to maintain confidential information.
- * Ability to respond appropriately to crisis situations.
- * Ability to make sound decisions, take appropriate action, and follow tasks through to conclusion.
- * Ability to prioritize multiple tasks appropriately.
- * Ability to work effectively as a team member.
- * Understanding of variety of health care issues including reproductive health.

- * Understanding of the medical, social and political complexities of reproductive health care including abortion.
- * Ability to interact with people in a pleasant, non-judgmental manner, even under stressful conditions.
- * Willingness to take responsibility for own part in communication breakdowns and to work toward resolution of resulting problems.
- * Ability to successfully accept and act on constructive criticism.
- * Ability to communicate complicated information effectively, both orally and in writing, with a variety of individuals.
- * An interest in and respectful attitude toward non-allopathic therapies.
- * Demonstrated knowledge of BMC medical abbreviations and SOAP format chart documentation within six months of hire.
- * Will be required to successfully complete the following training:
 - Cardiopulmonary Resuscitation (CPR)
 - Universal Precautions
 - OSHA Blood borne Pathogen Exposure
 - Hepatitis B and C infection
 - BMC Emergency Response
 - BMC pregnancy options counseling, birth control and STI information
 - Sterile Technique
 - Lab training including C LIA manual
 - NAF standards for Abortion Care
- * Will be required to show proof of or receive at BMC immunizations for MMR and PPD

Job Relationships:

- *Supervised by the Abortion Services Coordinator
- *Works closely with providers, RN, front office and lab staff
- * Works directly with clients and their support people

Expectations: This person is expected to foster a professional and client-focused atmosphere by maintaining a positive attitude and pleasant countenance, being proactive, taking initiative and performing duties of the job with the big picture in mind. This person is also expected to engage in active and direct communication with other staff including voicing concerns and ideas and resolving conflicts.

Level of Independence; Consequence of Actions: This person, within the parameters of Clinic policies and procedures, exercises a moderate level of independence in decision-making. Significant errors in judgment and/or lack of performance may endanger the health and safety of clients and staff and may cause financial and/or legal repercussions for BMC.

Special Conditions: May be required to alter scheduled hours or days off. This position requires occasional weekend and evening work. Standing, walking, bending, and lifting are required. Exposure to the normal hazards of health care encountered. Exposure to unpleasant sights, sounds or odors may be encountered. The nature of this work may be emotionally taxing. May encounter anti-choice harassment and violence.

I have reviewed this job description and am aware that I may request a copy at any time. I understand that BMC reserves the right to revise or change this job description as the need arises.

Employee Signature

Date