



5676 Stage Rd. • Bartlett, TN 38134 • main: 901.327.5560 • fax: 901.883.4303 • www.hannahs-hope.org

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*“...for this child I have prayed”*

**Job Title:** Client Advocate – Mothers & Babies

**Location:** West TN (Remote, serving clients in rural counties)

**Employment Type:** Hourly / Contract (10-20 hours/week @ \$20/hour)

### **About Hannah’s Hope**

At Hannah’s Hope, our mission is to love all by:

- Helping pregnant women in crisis explore healthy options.
- Providing the option of adoption with a loving family prepared to parent for a lifetime.
- Supporting children, pregnant women, and families regardless of color, race, religion, gender, sexual orientation, gender expression/identity, or different abilities.
- Providing adoption support and pregnancy counseling to all through a lens of diversity, equity, and inclusion.

### **Purpose**

The **Client Advocate – Mothers & Babies** provides intervention, case management, and support services for at-risk pregnant women in West TN. This role involves direct client services, coordination with agency staff, and distribution of needed supplies to support safe parenting. The goal of this program is to **improve maternal health outcomes** and **reduce encounters with foster care**. This is a grant-funded position.

### **Qualifications & Skills**

- Commitment to the mission, values, and ethics of Hannah’s Hope.
- **Bachelor’s degree** in Social Work, Human Services, or a related field (or equivalent combination of education and experience).
- **Minimum of two years of experience** in family support, early childhood education, OB/GYN services, or related field.
- Strong administrative and interpersonal skills, including written and oral communication, time management, initiative, flexibility, and professionalism.
- Ability to work independently with minimal supervision while also functioning as a team player.

- Valid driver's license, good driving record, current automobile insurance, and access to a vehicle for job-related travel.
- Ability to pass TBI fingerprinting, criminal background check, and sex offender verification.
- Proficiency in **Office 365, Zoom, and electronic client file management systems.**
- Ability to gather and disseminate information effectively while maintaining confidentiality.
- Sensitivity and non-judgmental approach when interacting with diverse populations.
- **Bilingual (Spanish) is a plus.**
- Physical ability to lift and carry up to 35 lbs.

### **Key Responsibilities**

- Conduct assessments of client needs and provide direct services, referrals to community resources or medical providers, and deliver supplies for **Safe Parenting.**
- Maintain accurate records of client contact, referrals, and services provided using the agency's data management system.
- Track and manage inventory of supplies needed, ordered, and delivered according to agency procedures.
- Develop and maintain relationships with community partners across West TN to enhance available resources for clients.
- Participate in **weekly Zoom meetings** with the Executive Director for case consultation, training, and planning.
- Maintain accurate travel logs and submit monthly for mileage reimbursement.

### **Why Join Us?**

- Meaningful work that directly supports at-risk mothers and babies.
- Opportunity to make a lasting impact in rural West TN communities.
- Flexible remote work schedule with competitive hourly pay.
- Supportive and mission-driven work environment.

### **How to Apply:**

Submit your resume and a cover letter detailing your experience and why you connect with our mission to Rev. Trina Morrison, Executive Director (trina@hanna-hs-hope.org)