

**ABCD/Boston Family Planning (ABCD/BFP)
Family Planning Counselor *SAMPLE* job description**

Position Title: Family Planning Counselor

Department:

General Statement of Duties and Responsibilities:

The Family Planning Counselor provides individual counseling to female, male and adolescent family planning clients regarding basic anatomy and physiology, human reproduction, contraceptive methods, pregnancy testing, pregnancy options, and appropriate referral(s). The Family Planning Counselor also provides information to clients about establishing and maintaining optimum health practices, safe sex practices, HIV/AIDS prevention, violence prevention and intervention, and routine health care and screening recommendations.

Supervision:

The Family Planning Counselor reports to the _____. *(Should be health center clinical staff member with knowledge of family planning and reproductive health counseling and clinical services, as well as familiarity with ABCD/BFP grant funding requirements.)*

ABCD/BFP provides consultation regarding grant provisions and requirements, as well as initial family planning counseling training, certification, twice yearly session observation, training needs assessment, and continuing education.

Qualifications:

1. Successful completion of a basic family planning counseling course and certification by ABCD/BFP.
2. Excellent interpersonal skills. Ability to relate well to a diverse patient population, health care providers, clinic support staff, and peers.
3. Knowledgeable and experienced in the discussion of reproductive health, sexuality, contraception, pregnancy options OR similar issues requiring a high level of sensitivity to client responses, confidentiality, and theoretical knowledge.
4. Bilingual in _____ preferred.

Essential Duties and Responsibilities:

Employment:

1. Comply with all health center policies, procedures and employment requirements.
2. Comply with all ABCD/BFP policies, procedures, protocols, and administrative requirements.

Clinical:

3. Respect and guard client confidentiality.
4. Provide family planning counseling to all clients requesting service based on sound knowledge and understanding. This includes basic anatomy and physiology, sexual development, human reproduction, value of fertility regulation, contraceptive

methods, pregnancy testing, pregnancy options, safe sex practices, HIV/AIDS risk assessment and prevention/risk reduction, routine reproductive health and health promotion/disease prevention, including: screening recommendations, nutrition, exercise, smoking cessation, alcohol and drug abuse, domestic violence and sexual abuse, and referral to appropriate additional services. All counseling provided follows health center and ABCD/Boston Family Planning protocols and guidelines.

5. Counsel family planning clients with sensitivity to their need and desire for information, with attention to cultural norms and needs, in a non-judgmental and respectful manner at all times.
6. Assist family planning clients to explore feelings and concerns about sexuality, lifestyle options and choices. Assist clients to make informed decisions about these issues by providing oral and written information, and help clarifying values and priorities.
7. Provide client-centered HIV/STD risk assessment/reduction counseling and provide or refer for HIV testing and refer for STD testing as appropriate.

Administrative:

8. Complete the Family Planning Encounter Record (FPER) correctly.
9. Maintain adequate family planning supply inventory, order supplies from ABCD/BFP as needed and approved by department manager.
10. Maintain all required documentation, including consents, contraceptive inventory and logs, pregnancy testing logs, HIV rapid test logs (if applicable), and other documentation as required by health center or ABCD/BFP.

Continuing Competency:

11. Maintain current knowledge of trends and changes in family planning through independent study and attendance at professional conferences. Attendance is required at a minimum of 4 training conferences/year, including mandatory trainings held by ABCD/BFP.
12. Maintain availability for observation of counseling sessions every six months by the Training Coordinator from ABCD/BFP.