

# Haven Care Center

464 S. 4<sup>th</sup> Street

Danville, KY 40422

Phone: (859) 236-9282

Director: Tiffany Johnson

Email: havencarecentralky@gmail.com

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## Employment Application

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Mobile): \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Email: \_\_\_\_\_

Marital Status: (Check One):  Single  Married  Widowed  Divorced  Separated

If Married, Spouse's Name: \_\_\_\_\_

Number of Children: \_\_\_\_\_ Ages of Children: \_\_\_\_\_

Occupation: \_\_\_\_\_ Working Hours: \_\_\_\_\_

## Education and Experience

Educational Background: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Degrees, Special Training: (RN, M.D., Clergy, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Work Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_

# Personal and Spiritual Information

What church do you attend: \_\_\_\_\_

Biblical Studies or Educational Experiences: \_\_\_\_\_

\_\_\_\_\_

Describe your commitment to Christ: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As a faith-based organization, our ministry requires that we be sensitive to opportunities to share Christ's saving grace with our clients at the leading of the Holy Spirit. How do you feel about this aspect of our ministry? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you comfortable sharing your faith with others? \_\_\_\_\_

Why are you interested in volunteering at the Haven Care Center? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If a crisis pregnancy has ever touched your life in a personal way, it is important for us to know how you have dealt with it and healed from it. In order to respect your sensitivity, please answer 1 of the following:

I have not experienced a crisis pregnancy: \_\_\_\_\_

I would rather talk about this in person: \_\_\_\_\_

The following is my experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Please use back/additional paper if necessary)*

Do you believe abortion should ever be considered as an alternative for a crisis pregnancy? Yes or No

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

While we at the HCC present all options (parenting, adoption, and abortion education) to each client faced with an unplanned pregnancy and encourage the client to make her own decision between those alternatives, Haven Care Center will not make referrals for abortions or abortifacients and will not counsel a woman to seek an abortion even in the "hard cases" of rape, incest, or threat to the mother's life. Does our position on this matter conflict with yours? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, we would be glad to discuss our position with you personally.

Do you support the belief in and commitment to chastity outside of marriage? \_\_\_\_\_

Please explain: \_\_\_\_\_

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Part of the mission of the HCC is to teach the benefits of abstinence and encourage that pursuit as a worthy goal. As such, we do not counsel or advise unmarried clients concerning the use of birth control other than abstinence. Does our position on the matter conflict with yours? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, we would be glad to discuss our position with you personally.

How do you feel about the importance of confidentiality in a setting such as the HCC? \_\_\_\_\_

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Part of the mission of the HCC is to provide a place of healing for those suffering from the pain of abortion. As such, we encourage both our crisis pregnancy clients who choose to undergo an abortion as well as other women and men who have chosen abortion in the past to join us for Biblically based individual and/or group post-abortion healing support. How do you feel about this aspect of our ministry? \_\_\_\_\_

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How does your spouse or family feel about your desire to get involved with the HCC? \_\_\_\_\_

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What are your personal strengths and weaknesses? \_\_\_\_\_

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What gifts, talents, experiences, or personality traits do you feel you could bring to this ministry? \_\_\_\_\_

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Are you currently seeking to adopt a child? Yes \_\_\_\_\_ No \_\_\_\_\_ (This is required of all volunteers for conflict of interest reasons.)

What are the most significant personal decisions you have made in your life? \_\_\_\_\_

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Are you uncomfortable with any aspect of our statement of purpose, statement of faith and mission statement? \_\_\_\_\_

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Is there anything else concerning the matter referenced herein or your involvement with the HCC that you would like to share with us? \_\_\_\_\_

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Haven Care Center

## Statement of Intent and Purpose

The Haven Care Center is an outreach ministry of Jesus Christ. We are committed through our volunteers to offer love and practical help to pregnant women who need assistance. Therefore, anyone serving in the help center is expected to know Christ as the Savior and Lord and is allowed to share His message through the leading of the Holy Spirit.

## Mission Statement

The mission of the Haven Care Center is to offer God's unconditional love to our community and to promote the sanctity of human life in the following ways:

- Providing an inviting, safe, and confidential environment where we can encourage men and women faced with an unplanned pregnancy to choose life for themselves and their babies;
- Teach the benefits of abstinence and encourage that pursuit as a worthy goal;
- Give a strong base of support for our clients' whole-person needs (physical, mental, social, emotional, and spiritual);
- Offer a place of healing for those who are suffering from the pain of abortion.

We are motivated by the grace that we have received from Jesus Christ and desire to share His gift of life with others.

## The Services of Haven Care Center

- Reliable pregnancy tests with immediate results.
- One-on-one counseling in a comfortable environment with a volunteer support person.
- Information on ALL options.
- Post abortion support and other support groups designed to help find freedom through forgiveness.
- Abstinence education and STD information.
- Referrals to local agencies for help with medical, financial aid, housing, and professional counseling.
- Maternity clothing and baby items.
- Various educational classes.

*All services are Free and Confidential*

## Confidentiality

Relationship between everyone that walks through our doors and ourselves must be built on trust. Our clients must have confidence that the information they share will be kept confidential. We have a legal duty to protect the confidentiality of the information shared by clients.

It is important to ALWAYS remember:

1. Never give out any information about the client to anyone without his/her permission in writing. This includes all outside referrals.
2. Only discuss your client's situation with your center director, immediate supervisor, or other center personnel who have a need to know of this situation. Details of client situations should not be shared with other volunteers, spouses, friends, Facebook, etc.
3. NEVER give ANY identifying information when making prayer requests. They should be as general as possible. (Ex: I have a client who is thinking of having an abortion). God does not need the additional information to answer the prayer, he knows who you are talking about.
4. No information about a minor client should be shared with parents without the client's permission in writing. Our center recognizes that parents are often the best advocates for their children and should be told by their child about the situation. Therefore, teens will be encouraged to involve their parents, depending on the situation. However, a peer counselor must not break confidentiality by telling the parent without the client's permission.
5. When an outside party, including a parent, seeks information about a client, you must not disclose any information without the written permission of the client. This even includes any information that would disclose whether or not the person inquired about is in fact a client.

The law recognizes several special circumstances when confidentiality must be broken. Depending on the specific legal provisions in our state, confidentiality may have to be broken in these instances:

- Situations involving child abuse or neglect (including statutory rape).
- Situations involving runaway minors
- Situations involving suicide threats by clients
- Situations involving a serious or imminent harm to a third person
- Situations in which the center receives a valid legal subpoena or court order compelling the disclosure of client information

If a situation comes to your attention that may warrant breaking confidentiality, immediately notify your director and they will notify the proper authorities.



## Confidentiality Includes:

- Individual files are locked and secured
- Support workers do not tell other people what is in a client's file unless they have permission from the client
- Information about clients is not told to people who do not need to know
- Clients' medical details are not discussed without their consent
- Clients have the right to keep any information about themselves confidential, which includes that information being kept from family and friends.

## The types of information that is considered confidential can include:

- Name, date of birth, age, sex and address
- Current contact details of family, guardian, etc.
- Medical history or records
- Personal care issues
- Service records and file progress notes
- Individual personal plans
- Assessments or reports
- Guardianship orders
- Incoming or outgoing personal correspondence
- Whether or not they have ever been a client

By signing this agreement, you are promising and giving your oath NOT to reveal nay information regarding to the Haven Care Center.

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(Signature)

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(Date)

# Haven Care Center

## Statement of Faith

1. We believe without reservation in the full and final inspiration of the Bible as the only infallible and authoritative Word of God.
2. We believe in 1 God, eternally existent in three persons – Father, Son, and Holy Spirit.
3. We believe in God, the Creator of life, and therefore strive to preserve and not destroy the sanctity of born and unborn human life.
4. We believe in the deity and supremacy of our Lord Jesus Christ; in His atoning death through His shed blood, and His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.
5. We believe salvation is God's grace through man's faith in the blood of Jesus Christ.
6. We believe in Baptism in obedience to God's Word.
7. We believe in the indwelling of the Holy Spirit, whose present ministry provides the Christian believer a living fellowship with the Lord and empowers the Christian to live a godly life.
8. We believe in eternal life, including an eternal heaven and an eternal hell.
9. We believe in active membership in a local congregation that demonstrates commitment to the Lord Jesus Christ through His Body, the church.
10. We believe in abiding in a lifestyle reflecting the authority of the Bible, holding to chastity outside of marriage and fidelity within marriage—marriage being defined in the Bible as 1 man and 1 woman joined together in holy matrimony in the eyes of the church and of the state.
11. I believe the Bible teaches that God established marriage in the beginning as a lifelong, exclusive relationship between one man and one woman; that he has reserved sexual intimacy as an expression of love and commitment between married couples; and that any intimate expression of sexuality outside of Biblical marriage is sin. (Genesis 2:23-25; Exodus 20:14, 17, 22:19; Leviticus 18:1-20, 22-23; 20:11-21; Matthew 19:4-6, 9; Romans 1:18-31; I Corinthians 6:9-10, 15-20; I Timothy 1:8-11; Jude 7)

My signature below indicates my agreement with this statement of faith.

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(Signature)

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(Date)



## Reference Form

Reference For: \_\_\_\_\_

The above individual has applied to be a board member, staff member, or volunteer at Haven Care Center. This individual will be working with families who are faced with a crisis or unplanned pregnancy.

Some of the qualities we seek in a board member, staff member or volunteer are:

- A genuine commitment to Jesus Christ as the Savior and Lord of their lives.
- Dependability, responsibility and willingness to give of themselves to the women and men with whom they speak with.
- A steadfast, faithful and unshakeable confidence in the Word of God and the ability to communicate truth.

We have asked each applicant to supply us with three references: one from their pastor and two from people who know them. Please answer the questions below and write a short paragraph describing the applicant regarding the brief description of a volunteer as outlined above.

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant (pastor, relative, friend, co-worker, etc.?)

\_\_\_\_\_

Please write a paragraph here describing the applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Our Core Values

(Care Net abides by the following values)

1. **UNITY IN CHRIST** – We value our foundational belief in Christ as our Savior and Salvation.
2. **EVANGELISM** – We are committed to demonstrating the transforming grace & redemptive power of Jesus Christ & sharing His Gospel through word and deed.
3. **SANCTITY OF LIFE** – We believe that God values all life & has a plan & purpose for every person's life, including unborn life.
4. **CULTURE OF LIFE** – As believers, we value life & are dedicated to promoting a culture of life to people facing unplanned pregnancies & other related sexual issues.
5. **SERVANT LEADERSHIP** – We value leading others through authentic relationships, integrity, & giving oneself to meet the needs of others & equipping them to succeed.
6. **MINISTRY THROUGH SERVICE** – We value ministry expressed tangibly through our service to others.
7. **PARTNERSHIPS** – We value our partnerships in mission with other believers & organizations that support a culture of life.
8. **INTEGRITY & STEWARDSHIP** – We are committed to conducting ourselves with transparency as faithful, responsible stewards of God's provisions.
9. **CHRIST CENTERED STAFF** – We value maintaining an environment in which staff freely expresses their love of & devotion to Christ & strive for excellence in all that they do.
10. **INTEGRITY IN FUNDRAISING** – We value honesty, integrity, & accountability to our donors to ensure prudent, effective, & efficient use of the funds they have generously provided.

*Light University*



## Qualities to Look for in a Crisis Pregnancy Worker:

### A. Volunteers are the very heart of this ministry. Essential qualities of a Crisis Pregnancy Volunteer include:

1. Loving the Lord and wanting to co-labor with Christ in this particular ministry.
  - Being committed to prayer
  - Trusting in the Lord
2. Being compassionate and having the ability to care for others.
  - Reaching out
  - Being involved
3. Being nonjudgmental.
4. Showing true humility.
  - Having the ability to learn new skills and practice those
5. Displaying a servant's heart.
  - Learning how to become involved in the details of the ministry, including prayer, mailings, event coordination, and clerical/administrative duties
6. Being committed to this woman-focused ministry.
  - Addressing the unique needs that women have
  - "We cannot reach or preserve the life of that baby until we have touched the life of that woman"

### B. Personal commitments that we as Crisis Pregnancy Workers make include:

1. The commitment to the sanctity of human life in all circumstances.
2. The commitment to resolving personal issues and/or concerns prior to attempting to help others.
3. The commitment to maintain sexual purity.
4. The commitment to dependability.



# Background Release Form

In connection with my service at Haven Care Center (hereinafter referred to as My Organization).

I hereby authorize True Hire, on behalf of My Organization to procure a local and/or national background check on me. I understand the background check will contain record of any criminal conviction and/or criminal file maintained on me whether local, state, or national. I hereby release True Hire and My Organization of any and all claims and liability resulting from such disclosures. I hereby authorize all law enforcement agencies to release all information they may have about me to True Hire and My Organization or its Agents, and do forever release them from any liability or responsibility for doing so to the fullest extent allowed by law from any claims arising from the requested information.

I recognize and agree that a copy or facsimile of this document shall be as valid as the original and agree that this release shall be valid for this and any future update reports requested.

According to the Fair Credit Reporting Act, I am entitled to know if employment is denied based on information contained in this report, and to receive, upon written request, a disclosure of the public record information as well as the nature and scope of the investigative report.

## Confidential Information Used for Background Checking Purposes

PRINT FIRST NAME	MIDDLE INITIAL	LAST	SOCIAL SECURITY NUMBER	DATE OF BIRTH
DRIVER'S LICENSE NUMBER	STATE OF ISSUANCE	EMAIL		
PRESENT ADDRESS		CITY, STATE, ZIP	COUNTY	

*Please list any previous addresses you have had in the past 7 years:*

PREVIOUS ADDRESS	CITY, STATE, ZIP	COUNTY
PREVIOUS ADDRESS	CITY, STATE, ZIP	COUNTY
PREVIOUS ADDRESS	CITY, STATE, ZIP	COUNTY

*Please list any former names (i.e. maiden or otherwise) you have used in the past 7 years:*

*Please list any former felonies or misdemeanors you have been convicted of in the past 7 years (Please list date, charge, location, disposition):*

Signature

Date

## Reference Form

Reference For: \_\_\_\_\_

Date: \_\_\_\_\_

The above individual has applied to be a counselor for The Haven Care Center of Central KY ministry. The counselor will be working with women and men in crisis pregnancies on the telephone and one on one.

Some of the qualities sought for in a volunteer are:

- A genuine commitment to Jesus Christ as the Savior and Lord of their lives.
- Dependability, responsibility and willingness to give of themselves to the women and men with whom they speak with.
- A steadfast, faithful and unshakeable confidence in the Word of God and the ability to communicate truth.

We have asked each applicant to supply us with three references: one from their pastor and two from people who know them. Please answer the questions below and write a short paragraph describing the applicant regarding the brief description of a volunteer as outlined above.

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Please write a paragraph here describing the applicant: \_\_\_\_\_

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