

## **POSITION DESCRIPTION: NURSE MANAGER**

**Objectives of Position:** The Nurse Manager oversees the provision of client care and medical services operations in a pregnancy center environment.

**Reports to:** The Medical Director and Executive Director

### **Required Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and keeps consistent church fellowship.
2. Exhibit strong commitment and dedication to the pro-life position and sexual purity
3. Agree with and be willing to uphold *A Caring Pregnancy Center's* Statement of Principle, Statement of Faith and policies of the Center
4. Have a good understanding of how ACPC operates and available services.
5. Exercise the ability to keep information confidential.
6. Complete ACPC's Advocate Training, including follow up calls.
7. Exhibit strong interpersonal, communication, and listening skills in a friendly and approachable manner.
8. Be comfortable with sharing the plan of Salvation if called upon to do so.
9. Be licensed as a registered nurse in the state of Colorado
10. Have a bachelor's or master's degree in nursing or equivalent having excellent understanding of anatomy and physiology
11. Exhibit strong interpersonal, communication, and administration skills

### **Preferred Qualifications:**

1. Have two years of experience in Ob/Gyn nursing or Birthing center.
2. Have three years of experience in a pregnancy center or equivalent volunteer experience.
3. Have current Certification in Sonography - Limited Obstetrical Ultrasound including expertise with Transducer equipment. (Training available with contract term)

### **Essential Functions/ Duties**

#### **Patient Care**

1. Oversees nursing services in clinic.
2. Review record to check for the Intake Form and Consent for Medical Services Form.
3. Take patient's relevant medical history.
4. Meet with the patient and review patient instructions for medical services and the medical procedure.
5. Provides education for patient and family to develop an understanding of their health condition.
6. Oversees performance of pregnancy tests

7. Available to perform obstetric sonograms using high tech equipment communicating with patient in a kind and caring manner.
8. Perform STI (Sexually Transmitted Infections) screening, treatment, and counseling.
9. Meet with patient after the exam for pregnancy counseling, education, and referrals when a clinic advocate is not on duty.
10. Arrange and oversee patient follow-up per patient care-plan and standardized procedures.
11. Maintains accurate records, care-plans and follow-through on physician's orders. Maintain client charts and perform all follow up recording.
12. Assures accurate implementation of physician's orders and advises physicians of patient's progress and changes in condition.
13. Provide support to the other staff.

### **Medical Services Operations**

1. Develops, maintains, reviews and updates clinic policies and procedures.
2. Ensure that medical equipment is properly operated and maintained.
3. Maintains a working knowledge of nursing methods, principles and practices in relation to the prevention and treatment of disease, safety and infection control, clinical systems, supplies and equipment.
4. Review client records at the end of each day.
5. Be responsible for sonogram images, records, and physician review notes.
6. Work closely with Medical director and executive director.
7. Emergency patient calls – Refer caller to a local hospital emergency room, her own physician, and/or advise to call 911; if current Center client or patient, consult with the medical director or the physician on-site.
8. Medical emergency on-site – Follow the procedures for medical emergencies.

### **Continuing Education**

1. Comply with state and professional licensing and continuing education requirements
2. Annual renewal of CPR certification.
3. Annual review of Center policies and procedures, infection control regulations, and safety procedures.
4. Maintain excellent working knowledge of Sonography techniques and practices.
5. Maintain state licensure and certification throughout employment.
6. Maintain partnership with Heartbeat International, CareNet, and Nifla organizations to stay apprised of changes in medical law and practice.
7. Attend training workshops and webinars as requested.
8. Increases knowledge of management, obstetrical and gynecological care and women's health issues

### **Staff Development**

1. Recruits qualified medical team volunteers to meet the needs of the clinic.
2. Oversees training and orientation of the clinic medical team volunteers.
3. Organizes, directs, supervises and evaluates medical volunteer personnel.

4. Maintain nursing staff personnel records.
5. Organizes, directs, supervises and evaluates medical volunteer personnel
6. In conjunction with medical director, provide staff annual CPR review, infection control regulations, and continuing education. Assures compliance with infection control guidelines.
7. Participates in establishing and conducting in-service meetings.
8. Conducts medical team conferences and discussions in evaluating the clinic services, policies, procedures and protocols.

**Public relations:**

1. Represents the clinic in the community as delegated by the Executive Director.
2. Attends medical conferences that offer professional training and information pertinent to the clinic's practices.
3. Makes contact and maintains relationships with local physicians, offices, and hospitals.

**Compensation and Benefits:**

**Salary and Compensation:** ACPC offers paid sick leave, vacation/personal leave, and holiday pay to all employees working 20 hr or more each week. In addition, ACPC participates in Supplemental insurance through Aflac and Colonial Life for which employees may benefit.

1. \$15.00-\$19.50 per hour / Flexible hours 8-32 hours per week
2. Flexible work week. Clinic is open (M-Th) = 3 day weekend
3. Ten paid holidays + One personal day each year
4. Accrued Vacation time
5. Accrued Sick leave
6. Colonial Life benefits package available – employee registered
7. Aflac benefits package available - employee registered
8. Annual Staff Retreat / Regional Conference
9. Training and In-Service opportunities – Professional Development
10. Christian Work place – Spiritual Development
11. Family focused – flexible
12. Appreciation Events and Receptions

**Interested candidates should submit a Completed Staff Application, Statement of Faith, Statement of Principle, Professional Resume and Cover Letter/Letter of Intent to:** The Executive Director, Tamra Axworthy at [Puebloacpc@gmail.com](mailto:Puebloacpc@gmail.com).