



## **STAFF NURSE POSITION DESCRIPTION**

**General:** Staff Nurse works in conjunction with staff and volunteer physicians, nurses, and client mentors to ensure that clients are receiving the best medical, nursing, and psychosocial care possible. The Staff Nurse reports to the Nurse Manager and assists her in delivering medical services.

**Reports To:** Nurse Manager

**Hours/Wages:** Part Time, Hourly, Non-Exempt; Approximately 20 hours per week

### **Qualifications:**

- 1) Demonstrates a close personal relationship with Jesus Christ, spiritual maturity, and a prayerful, evangelical witness. (Required)
- 2) Holds a strong commitment to protecting the sanctity of human life and upholding chastity. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion. (Required)
- 3) Expresses full agreement with Assist's Statements of Principle and Faith, Code of Ethics, and Policies and Procedures and possesses a sincere desire to reach out to abortion-vulnerable women. (Required)
- 4) Demonstrates skill in clear verbal and interpersonal communication, aptitude in providing client medical education, and ability to relate to diverse client population. (Required)
- 5) Is dependable, stable, and reliable, and committed to ongoing learning and professional development. (Required)
- 6) Is appropriately licensed and in good standing, demonstrating an understanding of and commitment to safeguarding confidentiality and privacy. (Required)
- 7) Has proven experience in reporting, record keeping, and using an electronic charting software program. (Required)
- 8) Has experience, or is willing to be trained and certified, in providing limited obstetrical ultrasounds. (Required)
- 9) Possesses conversational competency in Spanish or Arabic. (Preferred)

### **Responsibilities:**

#### **I. Medical Services Support:**

- 1) Ensures that clients feel welcome upon their arrival and during their visits.
- 2) Performs pregnancy tests and ultrasound consultations as directed by the Nurse Manager.
- 3) Provides all medical education in a professional manner and in accordance with the organization's Policies and Procedures, with a focus on the following categories:

- a. Reinforcing the humanity of the unborn child with the client through accurate fetal development education.
  - b. Providing medically accurate information regarding abortion procedures and risks.
  - c. Providing medically accurate information regarding STDs/STIs and the benefits of sexual risk avoidance.
  - d. Supporting the delivery of the Center's education programming as needed by assisting with lessons on occasion.
- 4) 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.
  - 5) Grows personal understanding of topics related to abortion procedures and risks, pregnancy health, fetal development, childbirth, sexual health, and sexual risk avoidance through continuing education, self-directed learning, and ongoing skills improvement.
  - 6) Advises the Nurse Manager of program or curriculum needs to enhance client medical services and education.

## **II. Administrative/Management Support:**

- 1) Provides nursing care through the assessment of patient needs and makes nursing judgments that reflect safe nursing practices.
- 2) Maintains accurate records and completes client follow up calls as directed.
- 3) Ensures accurate implementation of Medical Director's orders and informs Nurse Manager and Medical Director of patient's progress and relevant changes in condition.
- 4) Follows infection control guidelines and assists Nurse Manager in maintaining a clean, safe working environment.
- 5) Performs duties in accordance with established Policies and Procedures, advising the staff of needed modifications to ensure best practices.
- 6) Supervises volunteer medical personnel and provides basic task supervision as directed.
- 7) Promotes best practices through integrated services, working closely with other staff, volunteers, and under the managerial direction of the Client Services Manager for client workflow.
- 8) Maintains professional license and CPR certification.
- 9) Assists the Nurse Manager in completing chart audits.
- 10) Maintains working knowledge of client scheduling, phone, and reception protocols, providing occasional office support as needed.

## **III. General Ministry Support:**

- 1) Attends staff meetings and all in-service trainings, including client mentor trainings to establish competency in client mentoring.
- 2) Assists the Nurse Manager in providing volunteer/staff training on medical topics.
- 3) Increases knowledge of management, counseling communication skills, obstetrical, and gynecological care, and women's health issues. Strengthens understanding and application of Biblical worldview regarding the sanctity of human life and healthy relationships in order to counsel and support clients and volunteers.
- 4) Participates in all ministry fundraisers and ministry wide activities.