



## **Nurse Manager Position Description**

**General Summary:** Under the medical oversight of the Medical Director, the Nurse Manager provides immediate supervision of medical services and trains and manages nursing personnel. The Nurse Manager is responsible for organizing the medical services provided by the Center, ensuring that all care is provided in accordance with professional standards and ministry values. The Nurse Manager directly delivers and oversees the provision of excellent medical services, compassionate medical education, life-affirming medical counsel, and Gospel witness to those experiencing an unexpected pregnancy.

**Reports To:** Medical Director for Medical Services and Client Services Director for operations  
**Hours/Wages:** Hourly; Non-Exempt; Approximately 25-29 hours/3 days per week (Including some evening hours).

### **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. Understands importance of integrating faith and medicine and demonstrates commitment to Gospel-centered witness in medical practice and patient care.
4. 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)
5. Demonstrates skill in clear verbal and interpersonal communication, aptitude in providing patient medical education and counsel, compassion for at-risk populations, and ability to relate to diverse patients. (Required)
6. Possesses administrative and managerial experience, with strong organizational skills and excellent attention to detail. Functions as a self-starter and demonstrates ability to problem-solve, research, and identify relevant resources. (Required)
7. Demonstrates leadership ability, enthusiasm for coaching and developing other medical personnel, and displays ability to work with other team members in caring and patient manner. (Required)
8. Is dependable, reliable, and evidences aptitude for project planning and timely execution. (Required)
9. Is comfortable educating and teaching others in a group setting or one-on-one, with demonstrated ability to communicate difficult subjects in accessible manner. (Required)
10. Is committed to ongoing learning and professional development. (Required)
11. Has proven experience in reporting, file management, and electronic medical record software applications. (Required)
12. Demonstrates an understanding of and commitment to safeguarding confidentiality and privacy. (Required)

13. Is licensed in good standing (RN, APRN, PA) in the state of VA. Holds BLS certification. (Required)
14. Holds a BSN (Required); holds advanced practice degree. (Preferred)
15. Is trained in obstetrical ultrasound (Preferred) or is willing and able to complete successfully training in limited obstetrical ultrasound. (Required)
16. Able to work some evening hours for evening medical appointment coverage. (Required)
17. Possesses clinical experience in L&D, an OB/GYN practice, public health education, or related fields. (Preferred)

### **Responsibilities:**

#### *Administration and Medical Operations:*

1. Ensures accurate implementation of Medical Director's orders.
2. Works under the operational direction of the Client Services Director to integrate medical and non-medical workflow, ensuring efficiency and effectiveness in scheduling and service delivery.
3. Implements clinic P&Ps, including compliance with OSHA, CLIA, privacy practices, and infection control.
4. Oversees charting of medical services and reports statistical information pertaining to medical services.
5. Audits patient records on an ongoing basis, supervising quality assurance and risk management initiatives. Advises Client Services Director and Executive Director regarding annual health and safety requirements for personnel and facility.
6. Develops annual medical supply and training budget recommendations; oversees medical supply inventory and stocking on monthly basis.
7. Ensures the proper operation and routine maintenance of medical equipment; ensures that all medical equipment and the exam room are properly disinfected and cleaned in accordance with policy.
8. Maintains all medical consent, precaution, privacy, and health education forms, working with Medical Director and the Client Services Director for approval.
9. Develops, reviews, and recommends relevant updates to medical Policies and Procedures (P&Ps), submitting proposed changes for approval.
10. Maintains working knowledge of scheduling, phone, and reception protocols, providing occasional reception support as needed.

#### *Client Care:*

1. When other nurses not available, provides clinical services (nursing assessments, pregnancy testing, ultrasound consultations, medical education) in accordance with established P&Ps and Medical Director's standing orders.
2. Documents patient care in chart; properly maintains, archives, and manages electronic and hard copy patient medical records, with careful attention to confidentiality.
3. Discusses clinical questions, as needed, with the MD, meeting regularly for ongoing clinical supervision and guidance.
4. Conducts follow-up with patients, as indicated, and in coordination with Client Services Director.

5. Provides medical education to patient and family on topics related to pregnancy, fetal development, abortion procedures, sexual health, sexual risk avoidance, and childbirth.
6. Provides patients with referrals for medical care and follow up, maintaining an updated referral listing of area life-affirming medical practices and resources.
7. Ensures client education materials are medically accurate and current, working with the Client Services Director to inventory, identify needed updates, and submit recommendations for content changes or additions.

*Personnel Supervision:*

1. Coordinates the schedule of staff nurses and other supporting medical personnel.
2. Coaches medical staff in impactful, compassionate patient education and helps medical staff grow in their ability to communicate fetal development, the risks of abortion, and the benefits of sexual risk avoidance.
3. Organizes and directs other medical staff, providing proactive clinical training, supervision, task oversight, and periodic review.
4. Works with Client Services Director to define and manage required medical screenings (TB, Flu Shots, Health Reports) for new and current personnel; coordinates medical training with Client Services Director for new client services personnel.
5. Orients new medical team members to philosophy of care, ministry, and clinic practices. Provides teaching to new medical team members and training content in general trainings or to staff related to medical practices of clinic.
6. Ensures new personnel complete OSHA orientation; monitors facility compliance, making recommendations for improvements to supervisors.
7. Coordinates annual personnel health and safety training and screening requirements, ensuring up-to-date personnel files.
8. Recommends in-service training topics for medical staff to the Medical Director and Client Services Director for periodic training sessions.
9. Identifies relevant educational and clinic resources to strengthen patient education; trains medical personnel in integrative, holistic care performed in accordance with clinic's values.
10. Helps recruit qualified medical team members to meet the needs of the clinic.
11. Performs annual performance evaluations for other staff and volunteer medical personnel under supervision.

*General Ministry Participation:*

1. Attends staff meetings and all in-service trainings.
2. Completes CEUs annually and proactively seeks to increase professional skills, knowledge, and understanding of pregnancy and prenatal care, women's health issues, patient educational theory, lay counseling communication skills, and related topics.
3. Attends medical training conferences and/or webinars specific to pregnancy ministries for ongoing skills refreshment.
4. Participates in all ministry fundraisers and ministry-wide activities.
5. Represents the clinic in the medical community as directed.

The Nurse Manager will receive an annual review by the Medical Director and Client Services Director.