



**STAFF NURSE**  
**POSITION DESCRIPTION**  
*LPN or RN Eligible to Apply*

**Summary:** The Staff Nurse works in conjunction with medical personnel and counseling staff to ensure that patients are receiving the best medical and psychosocial care possible. The Staff Nurse directly provides excellent medical services, compassionate medical education, life-affirming medical counsel, and Gospel witness to those experiencing an unexpected pregnancy.

**Reports To:** Clinic Manager

**Hours/Wages:** Hourly, Non-Exempt; Approximately 2 days/week (may include 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) 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 patient medical education and counsel, compassion for at-risk populations, and ability to relate to diverse patients. (Required)
- 5) Is dependable, reliable, and demonstrates consistent follow through. (Required)
- 6) Is committed to ongoing learning and professional development. (Required)
- 7) Is licensed in good standing as an RN or LPN in the state of VA. Holds BLS certification. (Required)
- 8) Demonstrates an understanding of and commitment to safeguarding confidentiality and privacy. (Required)
- 9) Has proven experience in reporting, record keeping, and using an electronic charting software program. (Required)
- 10) Able to work some evening hours as needed for evening medical shifts. (Required)
- 11) Has experience in sonography, or is willing and able to be trained successfully in providing limited obstetrical ultrasounds. (Preferred)
- 12) Holds a Bachelor's of Science in Nursing or demonstrated history of nursing experience in women's health, health education, or OB/GYN settings. (Preferred)
- 13) Possesses conversational competency in Spanish, French, or Arabic. (Preferred)

**Responsibilities:**

**I. Medical Services Support:**

- 1) Ensures that new patients feel welcome upon their arrival and during their visits.
- 2) Provides nursing care through the assessment of patient needs and makes nursing judgments that reflect safe nursing practices.

- 3) Performs pregnancy tests and medical consultations as directed.
- 4) Provides 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 patient 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 education programs as needed by assisting with teaching.
- 5) 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.
- 6) 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.
- 7) Increases knowledge of 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 patients and personnel.
- 8) Advises the Clinic Manager of program or curriculum needs to enhance client medical services and education.

## **II. Administrative Support:**

- 1) Maintains accurate records and completes patient follow up calls.
- 2) Ensures accurate implementation of Medical Director's orders and informs Clinic Manager and Medical Director of patient's progress and relevant changes in condition.
- 3) Follows infection control guidelines and assists Clinic Manager in maintaining a clean, safe working environment.
- 4) Performs duties in accordance with established Policies and Procedures, advising the Clinic Manager of needed modifications to ensure best practices.
- 5) Supervises volunteer medical personnel on occasion and provides basic task supervision.
- 6) Promotes best practices through integrated services, working closely with other personnel for smooth patient workflow.
- 7) Maintains professional licensure and BLS certification; completes appropriate annual CEUs related to sonography and refresher trainings with an RDMS as required.
- 8) Assists the Clinic Manager in completing chart audits to monitor quality assurance.
- 9) 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 regularly scheduled mentor trainings, in order to maintain competency in basic counseling and education skills.
- 2) Assists the Clinic Manager in providing personnel training on medical topics.
- 3) Participates in all ministry fundraisers and ministry-wide activities.
- 4) Maintains flexibility for occasional evening ministry commitments.