

New Hope Pregnancy Care Center Nurse Manager Job Description

Job Title: Nurse Manager

Department: Medical

Reports To: Director of Operations [DO] and Medical Director

FLSA Status: 1.0 FTE – 32 hours per week

Summary: Manages, supervises, and coordinates the operations of the medical department of the New Hope Pregnancy Care Center medical clinic by performing the following duties personally or through subordinates following the ANA Code of Ethics.

Essential Duties and Responsibilities include the following: (Other duties may be assigned.)

- Recruits qualified Nurse Volunteers to meet the needs of the center.
- Selects, schedules, assigns, and evaluates medical clinic personnel.
- Orients new medical clinic personnel and assures that training and continuing education needs of medical clinic personnel are met.
- Performs medical clinic patient-care duties, such as, but not limited to: conducting limited obstetric ultrasound, administering pregnancy tests and dispensing prenatal vitamins and healthy pregnancy guidelines.
- Evaluates activities of the medical department to ensure patient care, personnel relations, and efficiency of service.
- Directs the nursing assessment of all patients.
- Observes nursing care to ensure it is carried out as directed and treatment is administered in accordance with the medical director's standing orders.
- Works in conjunction with physician(s), nurses and client advocates to assure that patients are receiving the best medical, nursing and psychosocial care possible.
- 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.
- Develops, implements, and evaluates the medical department's policies, goals, and objectives.
- Participates in the development and modifications of the organization's programs.
- Participates in infection control and quality assessment activities and analysis.
- Interprets and enforces department and organizational policies.
- Participates in the development and monitoring of the organization's budget as it pertains to the medical clinic program.
- Actively refers to other organization programs.
- Directs preparation and maintenance of patients' clinical records.
- Attends conferences that offer professional training and information pertinent to the clinic's practices.
- Inspects rooms for cleanliness and comfort.
- Orders or directs ordering of medical supplies.
- Inspects appropriate medical logs to ensure completeness.

- Investigates and resolves complaints, or refers unusual problems to the DO and/or Medical Director.
- Participates in fundraising and publicity events.
- Develops relationships with social services agencies, physicians, hospitals and other organizations that refer clients or accept referrals from New Hope Pregnancy Care Center.
- Represents the ministry and participates in public relation opportunities with pastors, churches, and organizations through correspondence, meetings, and speaking engagements as requested by the CEO or DO.
- Attend scheduled staff and department meetings.
- Attend board meetings at the request of the CEO and Board of Directors.
- Accountable to the Board of Directors regarding the Medical Center operations.
- Protects him/herself from burnout by utilizing all of his/her vacation as approved by the DO.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. Increases knowledge of management, obstetrical, and gynecological care and women's health issues.
- **Client Service** - Manages difficult or emotional client situations; Responds promptly to client needs; Solicits client feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness. Applies feedback to improve performance; Monitors own work to ensure quality; Completes work in a timely manner.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- **Diversity** - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Initiative** - Undertakes self-development activities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee must:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit a strong commitment and dedication to the pro-life position and sexual purity.
- Agree with and be willing to uphold the Statement of Faith, Statement of Biblical Authority, Statement of Sanctity of Human Life, Statement of Principle, Statement on Marriage, Gender and Sexuality and policies of the ministry.
- Be able to provide spiritual leadership, discipleship and support to employees and volunteers.

Education and/or Experience

Registered Nurse, Physician's Assistant or Nurse Practitioner or other similar healthcare provider; ten years related experience and/or training; or equivalent combination of education and experience. Certification from a recognized Ultrasound Training Program based on AWHONN guidelines. If not already certified, training will be provided and timely competency will be expected to meet job requirements.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

- Current RN License
- Current BLS Certification
- Current Driver's License
- Ultrasound Training Certification
- Periodic Re-Evaluation of Ultrasound Competency

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Nurse Manager Signature

Date

CEO Signature

Date