



Position Title: Nurse/Clinic Manager (RN, NP, PA, RDMS)

Reports to: Executive Director/CEO

Manages- Patient Care Staff and Volunteers-Nurse, Care Coordinators, Office Assistant.

Schedule/Status: Full time (Exempt, Salary); patient request appointments weekdays and weekends.

Benefits: monthly health and phone reimbursements, and annual licensures and certifications

Objectives: The Clinic Manager oversees day-to-day patient care services and their operations, and performs patient care services-medical, counseling, and ultrasounds.

Qualifications and Skills:

- Is dependable, stable, and capable of committing to the responsibilities and duties.
- Committed Christian who demonstrates a personal relationship with Jesus Christ.
- Expresses a desire to reach at-risk patients considering abortion.
- Believes in the sanctity of all human life from the moment of conception.
- Has a sincere, mature faith and can disciple others.
- Strong organization, administrative and time management skills.
- Experience in managing employees.
- Strong interpersonal relationship skills-leading by example to inspire, encourage, and motivate the team.
- Experience in counseling or has the capacity to receive training in counseling.
- A valid driver's license and Proof of Automobile Insurance.
- Ability to pass a criminal background check.
- Holds a current license in good standing with the State Nursing/Medical Board (or a current registry and OB credential if an RDMS).
- Physically uninhibited from standing, has good eyesight or corrected vision, has steady hands, and has a good bedside manner.
- Skilled with current technology and able to learn new skills quickly.
- Has the capacity to obtain education, training, and documentation of competency to perform a limited obstetric ultrasound, which for nurses shall include didactic and clinical training per AWHONN guidelines. If not trained in limited OB ultrasound-completion of limited training will be provided.

Education and Experience Requirements:

- Bachelor's or masters degree in related field
- A minimum of two years in the medical field
- Previous management experience is a plus

Job Responsibilities:

Patient Care

1. Oversees and provides patient care services as needed: medical and counseling services: To include, but not limited to education and emotional support on: sexual and reproductive health decisions regarding pregnancy, abortion, adoption, STIs, birth control, abortion recovery, patient care assessment and plans, and any other emotional, relational and spiritual support.
2. Organizes, directs, supervises, and evaluates professional and ancillary personnel.
3. Reinforces the humanity of the unborn child with the patient.
4. Provides education for the patient to develop an understanding of their health condition, including physical, emotional, and spiritual health.
5. Oversees patient follow-up.
6. Able to share the gospel with patients and pray with them as appropriate.
7. Answers client appointment requests on weeknights and weekends.
8. Maintains accurate records, chart audits, care-plans, and follow-through on physician's orders.
9. Assures accurate implementation of standing orders as directed by the Medical Director.
10. Performs testing, examinations, and treatments according to the Medical Director.
11. Performs limited OB ultrasound under the direction of the Medical Director.
12. Understanding that Hope Clinic works under the medical license of the Medical Director.

Staff Development

1. Oversees the patient care staff and volunteers' training, orientation, and work schedule.
2. Organize and conduct in-service meetings.
3. Provide spiritual leadership to ensure the Godly mission of the organization.

Management

1. Develops, maintains, reviews, and updates medical policies and procedures.
2. Maintains a working knowledge of nursing methods, principles, and practices concerning the prevention and treatment of disease, safety and infection control, and clinical systems.
3. Serves as Safety and Privacy Officer and assures compliance with OSHA, CLIA, HIPAA guidelines and annual CPR review for all medical staff.
4. Responsible for Continuous Quality Improvement (CQI).
5. Responsible for obtaining and maintaining medical equipment, supplies, and educational material, ensuring compliance with the organization's values.

Professional Development

1. Maintains a professional license (or registry and OB credential if an RDMS) by complying with state and professional continuing education requirements.
2. Increases knowledge of health care management, obstetrical, and gynecological care, women's health issues, and counseling for emotional and spiritual client support.
3. Attend conferences that offer professional training and information pertinent to the clinic's practices and services.
4. Participates in annual skills advancement and assessment for competency in performing ultrasounds and has documentation of original competency and maintenance of skills.
5. Limited Obstetric Ultrasound- performs at least 100 scans annually to keep skill set proficient, hosting Model Scanning events if necessary.

Other Responsibilities

1. Annual budget request on medical and educational needs
2. Ensure monthly client written stories and monthly statistics.
3. Read and become familiar with Hope Clinic's Employee Handbook annually
4. Agrees with Hope Clinic's foundational statements by signing the following on an annual basis: *Mission and Purpose Statement, Biblical Counseling Model, Conflict Resolution, Statement of Faith and Principles, Statement of Sanctity of Human Life, Statement of Marriage, Gender and Sexuality, Commitment of Care and Competence, Confidentiality and Employee Handbook.*

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions.

Employer's Responsibilities

- *Annual review of Personnel Policies and Procedures by Executive Director.
 - *Annual evaluation of operational matters and job performance by the Executive Director.
 - *Will provide training and continuing medical, counseling, and ultrasound education.
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