

Job title	<i>PDHC Nurse</i>
Reports to	<i>PDHC Director of Client Services</i>
Hours	<i>Part-time: Minimum 24 hours, up to 39 hours per week as needed or Full-time: 40 hours per week</i>
Classification	<i>Non-exempt, Hourly</i>

Job Purpose

The Nurse collaborates with Nurse Managers, Center Coordinators, Center Volunteers, and other key staff members to provide consistent, quality client care. The Nurse is responsible to provide support to the center and provide direct client care.

Staff Supervision

This position reports to the Director of Client Services and will be responsible to supervise shift volunteers as needed.

Essential Duties and Responsibilities

Care Center

- Maintain proficiency in the L.O.V.E approach and provide direct client care accordingly.
- Carry out the policies and procedures of the PDHC Medical Clinic as established by the Medical Director, in conjunction with the Director of Client Services.
- Perform client care, including consultation, pregnancy testing, STI testing, ultrasounds, and other medical tasks and assessments as assigned and outlined in Employee Manual and Medical Policy and Procedure Manual.
- Document client care services by charting in client and department records.
- Possess a thorough understanding of community resources for client referrals.
- Ensure follow-up with each client served directly or through delegated care as warranted.
- Participate in annual training events.
- Complete HIPAA and OSHA training annually.
- Remain current with CPR Certification.
- Answer phones, voice mail, written and email inquiries in a timely manner.
- Maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.
- Provide whole person care, including spiritual care from a Christian viewpoint, including pro-life and chastity affirming principles.
- Perform all other duties as assigned.

Operations / Facilities Support

- Provide general support of visitors.
- Remain current on needed office software and client social media applications (i.e. WayCool, Excel, Office 365, texting)
- Manage ultrasound equipment maintenance needs in collaboration with the Nurse Managers.
- Responsible for completing required CEUs.

Access Levels

- Facility keys and building security codes to all Center Locations
- CoolFocus: Clients and Volunteers, Consultant
- TextBox
- Bright Course
- SharePoint

Qualifications

- Clinic experience, OB/GYN experience preferred.
- Licensed and in good standing with the State Board of Nursing, RN preferred.
- Life-affirming crisis intervention counseling experience/training preferred.
- Proven ability in administration, preferably in a medical environment.
- Pro-life convictions and heart-felt desire to represent and live out the policies and principles outlined in the PDHC mission statement, the Employee Commitment Statement and the Employee Manual
- Attests commitment to the Christian faith by the Nicene Creed and participates in local church
- Initiative and creativity with the desire to work on a team
- Experience and sensitivity in working with individuals from diverse cultural backgrounds
- Flexible and adaptable during change and crisis.
- Proficient computer and audio/visual skills

Working conditions

This position requires some evening and weekend availability

Physical requirements

This position may require standing for extended periods of time and lifting up to 40lb. objects on an as needed basis.

Approved by:	
Date approved:	