

Job title	Care Center Nurse
Reports to	Medical Manager
Hours	Part-time: 24-28 hours per week
Classification	Non-exempt, Hourly

Ministry Purpose

The Nurse collaborates with, 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 Medical Manager and will be responsible to supervise shift volunteers as needed.

Essential Duties and Responsibilities

Care Center and Client Care

- Maintain proficiency in the L.O.V.E Approach Manual and provide direct client care accordingly.
- Provide whole person care, including spiritual care from a Christian viewpoint, including pro-life and chastity affirming principles.
- 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.
- Complete training and remain current on performing limited OB ultrasounds.
- 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.
- Provide client testimonials and prayers requests.
- Adhere to PDHC policy on Client Relationships.
- 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.
- Commit to and uphold PDHC Culture values to *Live Like Jesus* (1 John 2:6, Philippians 4:8-9) through *Adoration* (1 Chronicles 16:11, Psalm 143:8), *Integrity* (Proverbs 11:3, 1 Thessalonians 4:3), *Honesty* (Ephesians 4:25, John 17:1), *Respect* (Romans 12:10, Hebrews 13:17) and *Live Mission: Unity* (Philippians 2:5, Ephesians

4:16), *Trust God* (Proverbs 3:5-6, Matthew 6:26-27), *Collaboration* (Ecclesiastes 4:9-10a), *Communication* (Ephesians 4:29).

- Assist in training new staff as needed.
- Perform 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, TextBox)
- 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, Hotline and FEC
- Bright Course
- SharePoint

Qualifications

- Pro-life convictions and heart-felt desire to represent and live out the policies and principles outlined in the PDHC mission statement, Commitment of Care and Competences, and the *Employee Policy Handbook*.
- Attests commitment to the Christian faith by the Nicene Creed and participates in local church.
- Clinic experience, OB/GYN experience preferred but not required. Limited OB ultrasound training is provided by PDHC.
- 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.
- 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 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.