

Job title	<i>PDHC Center Nurse Manager</i>
Reports to	<i>PDHC Health Services Manager</i>
Hours	<i>Full-time or 2 Part-time: 40 hours per week needed.</i>

Job Purpose

The Center Nurse Manager collaborates with the Center Coordinator, Center Volunteers, and other key staff members to provide consistent, quality client care. The Nurse Manager is responsible to manage the center and provide direct client care. The Nurse Manager oversees the Center Coordinator to provide training, scheduling and support, and ensure proper center supply and function.

Staff Supervision

This position reports to the Head Nurse Manager, and will be responsible to supervise the Center Coordinator, as well as volunteers as needed.

Essential Duties and Responsibilities

Care Center Management

- 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 Head Nurse Manager and the Director of Operations.
- 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.
- Coordinate daily staffing with Center Coordinator to ensure client access to services and material aid.
- 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.
- Supervise Center Coordinator in managing center supply order and budget.
- 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 view, including pro-life and chastity affirming principles.
- Perform all other duties as assigned.

Center Coordinator Supervision/Volunteer Training

- Work with the Center Coordinator to on-board new center volunteers in various volunteer areas.

- Collaborate with Center Coordinator to track volunteer hours and participation.
- Collaborate with the Center Coordinator to ensure all volunteers annually review the Working at Our Center volunteer manual and sign the Acknowledgment.
- Participate in center volunteer recruitment events i.e. Open Houses and volunteer recognition events.
- Collaborate with Center Coordinator to resolve grievances; promote communication and cooperation.
- Communicate with the Center Coordinator and address volunteer performance concerns as needed.

Operations / Facilities Support

- Oversee site and building maintenance issues for center.
- Provide general support of visitors.
- Manage and troubleshoot IT function including phones and all office equipment
- 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 Head Nurse Manager.

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 individual 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:	