



**Job Title:** Nurse Manager

**Position Description:** The Nurse Manager oversees the provision of medical services. The nurse manager will also perform direct client care, under the license and direction of the Medical Director (MD).

**Reports to:** Executive Director (ED), Medical Director (MD)

**Supervises:** All staff nurses and other medical staff and volunteers

**Type of Position:** Full-time exempt (32-40 hours a week)

**Minimum Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the sanctity of all human life & to sexual purity.
3. Agree with and uphold the Statement of Faith and Guiding Principles of First Choice Women's Medical Center.
4. Must be a graduate of an R.N. degree program, and must hold a current Registered Nurse's license in good standing with the Alabama Board of Nursing.
5. Must comply with state and professional licensing and continuing education requirements.
6. Must maintain annual renewal of CPR certification.
7. Exhibit strong interpersonal and administrative skills.
8. Demonstrate satisfactory knowledge of pregnancy, abortion, and related health issues.

**Essential Functions:**

Perform the following duties in accordance with existing medical policies and procedures under the authority and direction of the Medical Director (MD).

**1. Maintenance of medical staff and volunteers**

- Hire, train, and supervise staff nurses, conducting annual performance reviews
- Recruit, train, and supervise medical volunteers
- Maintain file on all nurses with current licensing, CEUs, and CPR certifications, as well as other relevant information
- Terminate nurses when necessary

## **2. Implementing policies and procedures**

- Immediate supervision of clinic functions under general supervision of the MD & ED
- Implement new medical initiatives for the center, at direction of MD and ED
- Provide support and care to the clients, maintaining professional standards of care, following the ANA Code of Ethics
- Complete chart audits
- Update policies and procedures manual as needed
- Conduct annual review of policies and procedures, infection control regulations, and safety precautions
- Ensure OSHA orientation of all new personnel, annual refreshers, and monitor facility compliance.

## **3. Client Services**

- Plan and perform direct and indirect nursing responsibilities in client care
- Work in conjunction with physicians, nurses, and client advocates to assure that clients receive the best medical, nursing and psychosocial care possible

## **4. Clinic Operations**

- Maintain inventory of clinical supplies and pregnancy tests, ordering as needed
- Work with ED for budget planning and major purchases
- Create or obtain appropriate forms and handouts for clients

## **5. Other Functions**

- Provide spiritual leadership of medical staff and volunteers
- Assist other staff members as needed to effect optimal functioning of the ministry
- Participate in and help with any fundraisers
- Attend 2-3 evening events annually
- Represent First Choice at one outreach or service project event annually

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