



## **Assistant Nurse Manager**

### **Job Description**

#### **Qualifications:**

1. Demonstrates commitment and maturity in a personal relationship with Jesus Christ as Savior and Lord.
2. Agrees with and upholds the Mission and all corporate statements, policies & procedures of Living Alternatives.
3. Exhibits a strong commitment and dedication to the Gospel and to the sanctity of human life; affirms life and never refers or advises a woman to have an abortion.
4. Is dependable, stable, and capable of following through on commitments; self-motivated; ability to carry out responsibilities independently.
5. Has a sincere desire to reach out to at-risk women.
6. Respects and protects patient confidentiality
7. Holds a current registered professional nursing license in good standing with the Illinois Board of Nursing.
8. Exhibits leadership skills, as well as skills in relationship building and written communication.

**Reports to:** Nurse Manager, Director of Nursing, and Medical Director

**Supervises:** Client Advocates and Volunteer Nurses as delegated by the Nurse Manager.

#### **Essential Functions:**

##### **Management:**

1. Participates in Policy Committee by contributing suggestions on policy changes and additions.
2. Maintains a working knowledge of nursing methods, principles and practices in relation to the prevention and treatment of disease, safety and infection control, clinical systems, supplies and equipment.
3. Follows infection control guidelines.
4. Supports the Nurse Manager in the supervision of center functions and monitoring of medical services.

##### **Nursing Care:**

1. Assists in organizing and training professional and ancillary personnel.
2. Provides nursing care: nursing assessment, patient education, running of pregnancy tests and ultrasounds.
3. Maintains accurate records and follow-through on physician's orders.
4. Assures accurate implementation of physician's orders and updates physician when appropriate.
5. Provides education for patients and family to develop an understanding of their health condition.
6. Assists in the oversight of patient follow-up per standard procedures.
7. Assists in the oversight of the performance of pregnancy tests.

**Staff Development:**

1. Supports the Nurse Manager in training and orientation of the Center medical team volunteers (nurses and client advocates).
2. Participates in establishing and conducting continuing education (volunteer meetings).
3. Participates in medical team meetings and discussions in evaluating the Center services, policies, procedures and protocols.

**Public Relations:**

1. Represents the Center in the community as delegated by the Center Director.
2. Attends medical conferences that offer professional training and information pertinent to the Center's practices.
3. Attends the Center's fundraising events.
4. Builds relationships with local Health Department, school nurses and other appropriate medical facilities as directed by the Nurse Manager.

**Personal Development:**

1. Maintains professional license and CPR certification.
2. Increases knowledge of obstetrical and gynecological care and women's health issues.
3. Maintains healthy spiritual, family and work relationships.

**General Responsibilities:**

1. Cross-train to answer phones according to procedures
2. Help maintain clean and organized work spaces
3. Assist in the ordering/purchasing of needed supplies
4. Participate in regular team meetings
5. Attend all quarterly staff meetings in Champaign

- The Nurse Manager will evaluate the Assistant Nurse Manager quarterly and annually through the use of the LAPRC performance form

- This Job Description may be changed at any time deemed necessary by the COO/CEO.

- Employment with LAPRC is at will and may be terminated at any time and for any reasons either by the employer or employee.