



Pregnancy Resource Center

Nurse Manager

Summary: The Nurse Manager utilizes a systematic approach to nursing by incorporating assessment, planning, implementation, and evaluation in the practice of nursing. They provide management, nursing care and staff development within their local center. Develops community relationships and invests in their personal growth and development.

Education: Graduate of an accredited nursing program.

Licensure/certification: Current Registered Nurse Licensure in the State of Illinois. CPR/BBP certifications (will provide training).

Experience: No experience necessary, new grads welcome.

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. Exhibits leadership skills, as well as skills in relationship building and written communication.

Reports to: Director of Nursing, Medical Director and Chief Operating Officer

Supervises: Client Advocates, Volunteer Nurses

Essential Functions:

Management:

1. Participates in Policy Committee and maintains policy binder.
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. Assures compliance with infection control guidelines.

4. Supervision of center functions and monitors medical services.

Nursing Care:

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

Staff Development:

1. Recruits qualified medical team volunteers to meet the needs of the Center.
2. Oversees training and orientation of the Center medical team volunteers (nurses and client advocates).
3. Participates in establishing and conducting continuing education (volunteer meetings).
4. Conducts 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. Participates in planning and attends the Center's fundraising events.
4. Builds relationships with local Health Department, school nurses and other appropriate medical facilities.

Personal Development:

1. Maintains professional license and CPR certification.
2. Increases knowledge of management, 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 DON will evaluate the 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.