



living|alternatives

pregnancy resource center

Nurse/Center Operations 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 client 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.
9. Ability to work well on a team
10. Proficient in computer use

Reports to: Director of Nursing, Medical Director and Center Director

Supervises: Client Service Volunteers

Essential Functions:

Management:

1. Participates in the 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.
5. Oversee Client and Volunteer scheduling
6. Oversees Phone Procedures

Nursing and Client Care:

1. Organizes, directs, supervises and evaluates professional and ancillary personnel.
2. Oversees nursing services in the clinic.
3. Provides nursing and client care: nursing assessment, education, running of pregnancy tests, ultrasounds and any other applicable services.

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 clients and families to develop an understanding of their health condition(s).
7. Oversees client follow-up per standard procedures.
8. Oversees performance of pregnancy tests.
9. Oversees execution of client curriculum and programs

Staff Development:

1. Recruits qualified 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.
5. Coordinates training for non-medical volunteers with Director

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 the 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. Help maintain clean and organized work spaces
2. Assist in the ordering/purchasing of needed supplies
3. Participate in regular team meetings
4. Attend all quarterly staff meetings

- The Director of Nursing will evaluate the Nurse/Center Operations Manager quarterly and annually through the use of the LAPRC performance form regarding medical care; Center Director will also evaluate daily operations and team participation.
- 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.