



Mobile Medical/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 OR holds a current RDMS certification with an OB/GYN specialty.
8. Exhibits leadership skills, as well as skills in relationship building and written communication.
9. Ability to work some evening and weekend hours occasionally and/or have a flexible schedule is preferred.

Reports to: Director of Nursing and Center Director

Supervises: Volunteer Medical Staff

Essential Functions:

Management:

1. Participates in Policy Committee and maintains policy binder.
2. Maintains a working knowledge of medical 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 mobile clinic medical functions and monitors medical services.

Medical Care:

1. Organizes, directs, supervises and evaluates medical professional and ancillary personnel.
2. Oversees medical services in the mobile clinic.
3. Provides medical care: medical 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 Mobile Clinic.
2. Oversees training and orientation of the Mobile medical team volunteers (nurses and sonographers).
3. Participates in establishing and conducting continuing education (volunteer meetings).
4. Conducts medical team meetings and discussions in evaluating the Mobile Clinic services, policies, procedures and protocols.
5. Participates in Mobile Clinic Staff meetings.

Public Relations:

1. Represents the Mobile Clinic in the community as delegated by the Mobile Director.
2. Attends medical conferences that offer professional training and information pertinent to the Mobile Clinic's practices.
3. Attends the Mobile Clinic'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-trained to answer phones according to procedures.
2. Helps maintain clean and organized work spaces
3. Assists in the ordering/purchasing of needed supplies
4. Participates in regular team meetings
5. Attends all quarterly LAPRC staff meetings.
6. Trained to drive the Mobile Clinic.
7. Assists with mobile maintenance/upkeep.

- The DON will evaluate the Medical/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.