

**Job Title:** Nurse Manager  
**Department:** Medical  
**Reports To:** CEO and Medical Director  
**FLSA Status:**

**Summary:** Manages, supervises, and coordinates the operations of the medical department of the pregnancy medical center by performing the following duties personally or through subordinate supervisors following the ANA Code of Ethics.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned. Takes a leadership role in paying attention to and promoting the spiritual health of staff.

Works collaboratively with Medical Director and CEO to promote care of patients according to the organizational mission and values.

Ensures compliance with federal and state regulations pertaining to clinical aspects of providing health care. Develops reports as required.

Along with the Medical Director ensures compliance with accepted standards of care and professional guidelines such as those published by ACOG, AWHONN, CDC and other appropriate organizations.

Recruits qualified Nurse Volunteers to meet the needs of the center(s).

Selects, schedules, assigns, and evaluates personnel, adjusting hours as necessary.

Orients new personnel and assures that training and education needs of personnel are met.

Monitors continuing education for Nursing Staff and Volunteer Medical Team Members.

Coordinates activities and the work assignments of personnel.

Evaluates activities of the medical department to ensure patient care, personnel relations, and efficiency of service.

Directs the nursing assessment of all patients.

Observes nursing care to ensure that nursing care is carried out as directed and treatment is administered in accordance with the medical director's standing orders.

Works in conjunction with the physician(s), nurses and consultants to assure that patients are receiving the best medical, nursing and psychosocial care possible.

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.

Develops, implements, and evaluates the medical department's policies, goals, and objectives.

Participates in the development and modifications of the organization's programs.

Participates in infection control and quality assessment activities and analysis.

Interprets and enforces department and organizational policies.

Participates in the development and monitoring of the organization's budget.

Participates in appropriate department committees.

Directs preparation and maintenance of patients' clinical records.

Attends Medical Conferences that offer professional training and information pertinent to the clinic's practices.

Inspects rooms for cleanliness and comfort.

Orders or directs ordering of medical supplies.

Inspects appropriate Medical Logs to ensure completeness.

Investigates and resolves complaints, or refers unusual problems to the CEO and Medical Director

Attend monthly board meetings as requested

Accountable to the Board of Directors regarding the Medical Center operations.

The Nurse Manager to protect him/herself from burnout by utilizing all of his/her vacation as approved by the CEO.

**Supervisory Responsibilities:**

Directly supervises 1-10 employees/volunteer in the Medical Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring of staff/volunteers and training personnel; planning, assigning, and directing work; appraising performance; rewarding employees; addressing complaints and resolving problems.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.

Exhibit a strong commitment and dedication to the pro-life position and sexual purity.

Agree with and be willing to uphold the Statement of Principle, Statement of Faith, Mission Statement, Articles of Incorporation, Bylaws and policies of the Clinic.

Be able to provide spiritual leadership, discipleship and support to employees and volunteers.

**Education and/or Experience:**

Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Certification from a recognized Ultrasound Training Program based on AWHONN guidelines.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Office 365, Outlook, Word , & Excel.

**Certificates, Licenses, Registrations:**

Current RN License

Current BLS Certification

Current Driver's License

Ultrasound Training Certification

Annual Re-Evaluation of Ultrasound Competency

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.