



## **Job Description**

### **Nurse Manager**

**Hours:** Exempt  
**Reports to:** Chief Nursing Officer  
**Revised:** February 2026

#### **Job Summary**

The Nurse Manager works under the direction of the Chief Nursing Officer, ensuring that their assigned Resource Health center is fully staffed and prepared to accomplish daily responsibilities. Supervision of the entire center/staff will be necessary with weekly reports to the Chief Nursing Officer with needs and/or issues. Flexibility and servant leadership are a must for this job. This role provides advocacy support and care to clients and maintains professional standards of care, following the ANA Code of Ethics. The Nurse Manager ensures that the center operates in agreement with the organization's policies and procedures, mission and vision statement, belief statement, core values and within Resource Health culture.

#### **Job Requirements**

- Agrees with the Mission, Vision, and Belief Statements of Resource Health.
- Exhibits a mature relationship with Jesus Christ as our Lord and Savior.
- Pro-life in practice and belief with a consistent life-affirming philosophy and a desire to reach abortion-vulnerable and abortion-minded women and men.
- Well established as a member of a like-minded church with pastoral support.
- Has a heart for sharing the Gospel, discipling others, and spiritual discernment to minister Jesus to clients.
- Able and willing to provide strong spiritual and practical leadership to the staff at their center.
- Ability to work autonomously and be self-directed in the implementation of job duties.
- Demonstrates proficiency in interpersonal communication and problem-solving.
- Displays leadership, initiative, and integrity.
- Team player who shows a willingness to work in collaboration with other Nurse Managers, client services staff and/or other Resource health departments.
- Excellent verbal and written communications skills
- Willingness to be flexible and adapt to changes and restructuring of position as directed by the Chief Nursing Officer.
- Completes all required training.
- Willing to drive and work at varied assigned locations as needed.
- Proficient in the use of Microsoft Word, Excel, Outlook, and various web-based software
- Technology proficient
- Able to lift 30 pounds.
- Perform other job-related duties as directed by the Chief Nursing Officer.



### **Qualifications**

- Holds and maintains an active Registered Nurse license and is in good standing (unencumbered) **in the state of Missouri and Kansas or holds a Registered Nurse license that is a compact licensure status that allows RN to practice in Missouri and Kansas** and is in good standing (unencumbered).
- Holds current CPR certification or willingness to become certified and stay certified throughout employment.
- Must be 21 years of age or older.
- Previous management experience is preferred.

### **Nursing Responsibilities**

- Performs all aspects of client care including but not limited to:
  - Consultation and assessment of risk factors for all clients
  - Client advocacy support
  - Performance and oversight of pregnancy tests per standing orders.
  - Administer ultrasounds per ultrasound policies, procedures, and standing order
  - Provide STD (Sexually Transmitted Diseases) testing/treatment as well as education on sexual health, sexual risk avoidance and sexual integrity.
  - Implement client follow up
  - Accurately document client activity in database
  - Recognize emergent situations and intervene appropriately
  - Oversees client care
  - Prepares lab specimens for pickup by lab courier
- Oversees operation of center
- Commitment to excellent client care
- Collaborates with appropriate client services staff to meet the medical and social needs of clients while providing appropriate community resources
- Collaborates with other Nurse Managers to maintain continuity and standards of care while maintaining the unified brand and culture of Resource Health under the direction of the Chief Nursing Officer.
- Monthly client chart audits for A2A grant
- Community Canvassing as needed
- On occasion represent Resource Health at community events e.g. health fair etc.



### **Ministry Responsibilities**

- Facilitate prayer time/team huddle each morning with center staff.
- Be a suitable representative with the public: volunteers, church liaisons, community members, churches, and organizations.
- Conduct tours at the center when asked by Development.
- Submit ministry stories for marketing/development
- Attends scheduled Medical Advisory Board Meetings.

### **Staff Development**

- Completes annual performance review with supervisor
- Completes bi-annual CPR certification
- Completes HIPAA training bi-annually
- Completes OSHA training annually
- Attends quarterly all staff meetings
- Participates in staff training and in-services.
- Conducts center staff meetings