



Job Description

Nurse Manager

Reports to: Chief Nursing Officer

Hours: Exempt

Revised: July 2024

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. The Nurse Manager ensures that the center operates in agreement with the organization's policies and procedures, mission statement, belief statement and core values.

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.
- 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.
- Willing to drive and drop off lab specimens weekly.
- 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 in good standing in the state of Missouri.
- 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.
 - Performance and oversight of pregnancy tests per standing order.
 - Administer ultrasounds per ultrasound policies, standing orders, procedures, and guidelines.
 - Provide STI (Sexually Transmitted Infection) testing/treatment per standing orders as well as education on sexual health and sexual integrity.
 - Implement client follow-up.
 - Accurately documents client activity in eKyros database.
 - Recognize emergent situations and intervene appropriately.
- Oversees client care and operation of the clinic.
- Collaborates with other Nurse Managers to maintain continuity and standards of care while maintaining the unified brand of Resource Health under the direction of the Chief Nursing Officer.
- Maintains a working knowledge of nursing methods, principles, and practices in relation to women's health, obstetrics, gynecology, infant care as well as safety and infection control, clinical systems, supplies, and equipment.
- Attends scheduled Medical Advisory Board Meetings.
- Attends scheduled trainings for nursing staff.
- 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.
- Monthly client chart audits for A2A grant
- Teach baby basics class in the Fatherhood program as needed.



Ministry Responsibilities

- Directs non-client services volunteer and community inquiries to Development.
- 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 to the Chief Nursing Officer and Chief Development Officer as needed.

Staff Development

- Annual performance reviews
- Completes bi-annual CPR certification.
- Completes annual HIPAA training.
- Attends quarterly all-staff meetings
- Participates in staff training and in-services