



Job Description Nurse Manager

Mission Statement: Motivated by the love of Christ, we promote abundant life by providing holistic services to women and men affected by unplanned pregnancy.

Position title: Nurse

Position type: Staff (part-time flexible schedule during school hours, hourly at approximately 20-25 hours per week)

Department: Client Services

Reports to: Vice President of Client Services

Basic function of position: The Nurse Manager oversees the Alpha Grand Rapids (AGR) medical department and supervises the sonographer. This person provides pregnancy tests, options counseling, and STI tests to patients of Alpha Grand Rapids (AGR), serving them with kindness and compassion. Additionally, this employee is responsible for a variety of technical and administrative duties related to the daily operation of AGR's medical department.

Major Duties and Responsibilities

Management

- Oversees the daily operations of the medical department
- Manages all aspects of budget, expenditures, and tracking for the Medical Department
- Orders and maintains an inventory of medical supplies and brochures
- Provides regular data reports to the Vice President of Client Services
- Provides managerial support, direction, and supervision to the sonographer(s)
- Supports all direct reports through regular check-ins, as well as quarterly reviews, ensuring individual work objectives achieve organizational strategic priorities.
- Conducts yearly written and oral evaluations
- Reviews and updates the medical policy and procedure manual and makes recommendations to the Vice President of Client Services and the Medical Director
- Arranges semi-annual meetings with the Medical Director

Patient management

- Performs pregnancy tests, assesses patient needs, and provides options counseling related to parenting, adoption, and abortion
- Refers patients for ultrasounds when appropriate
- Explains abortion risks, procedures, and potential complications to abortion-minded patients
- Follows up with patients who test positive for pregnancy by contacting them during their pregnancy and after due date
- Reviews all medical files and logs to ensure completeness and accuracy

- Provides quality care for patients, communicating effectively and compassionately
- Performs STI tests, assesses patient risk, provides counseling, and follows up with results and necessary referrals
- Builds supportive relationships with patients during medical appointments and with follow up calls or appointments as necessary or appropriate
- Faxes medical paperwork when requested by a patient's medical provider
- Uses a strengths-based and trauma-informed approach with patients
- Assess clients' needs and provides general referrals to patients (medical, social support, food, housing, jobs, etc.)
- Builds and maintains community partnerships
- Teaches AGR Pregnancy Education Class in the absence of a qualified volunteer

Administrative

- Coordinates medical appointments with the Sonographer and the Client Services Associate
- Manages all client paperwork and forms for all types of medical appointments
- Records patients' visits in WayCool software and Microsoft Excel spreadsheets
- Manages and logs abortion-minded calls and any other medically related inquiries
- On an annual basis, trains and evaluates staff who have been approved to conduct pregnancy tests and keeps records of those evaluations
- Keeps medical files and forms up to date and maintains a supply of current printed forms
- Maintains AGR first aid kit and emergency medical supplies
- Coordinates biannual CPR training for Client Services staff
- Provides weekly prayer requests and monthly stories and quotes to the Vice President of Client Services and/or Marketing Director
- Assists with stories, quotes, photos, and videos for quarterly and annual publications and events

Other

- Promotes and attends spring and fall fundraising events
- Participates in all required staff meetings
- Takes part in professional development as desired, recommended, or required
- Performs other duties as assigned by supervisor

Qualifications for the Position

Education

- LPN or RN
- Licensed to practice in the State of Michigan

Prior work experience: Two-three years of progressive experience as a nurse.

Language proficiency

- English required
- Bilingual (English/Spanish) preferred

Skills and abilities

- Respect for patients' rights

- Strong technical, verbal, and written communication skills with the ability to communicate with patients in an effective and compassionate way
- Strong organizational, administrative, and managerial skills
- Proficiency in Microsoft Office (Outlook, Word, Excel)
- Comfortable speaking before small groups
- Ability to handle multiple responsibilities at once, manage time well, and take initiative
- Ability to work independently and interact with other staff members
- Ability to interact well with both individuals and groups from a variety of ethnicities and backgrounds

Essential requirements

- Belief in the sanctity of human life
- Demonstrated emotional and spiritual maturity
- Committed Christian who faithfully attends a local church
- Full agreement with the AGR Statement of Faith and AGR Statement of Lifestyle
- Proven ability to respect diversity and confidentiality

Position Elements

Available guidelines: AGR Employee Handbook and medical procedures manual

Exercise of judgment: Uses independent judgement on how to interact with patients

Nature and level of contacts: Patients, employees, and the general public

Supervision exercised: Direct supervision of the Sonographer(s)

Time to perform full range of duties after entry into the position: Six months

Application Process

If interested, please email or mail a resume and cover letter to:

vprobst@alphagrandrapids.org

Attn: Valerie Probst
Vice President of Client Services
Alpha Grand Rapids
1725 Division Ave S
Grand Rapids, MI 49507

For questions, please call 616.459.9955.

Minorities and persons with disabilities are encouraged to apply.