



Job Description: Staff Nurse

Objectives: Performs patient care and day-to-day operations of the clinic and provides limited ultrasound exams, training will be provided. Provides pregnancy, STI, and birth control education along with community referrals.

Reports to: Clinic Manager

Work Hours: Per Week: 28-36 hours; \$17-\$20

Qualifications:

1. Be a committed Christian who demonstrated a personal relationship with Jesus Christ and growing in Christ through Bible Study and church attendance.
2. To have a desire to reach out with love of Jesus to people in distress. To have a strong motivation to serve others in a loving, caring, nonjudgmental manner.
3. Christian who is committed to carrying out the mission and vision of Hope Clinic.
4. Exhibit strong commitment and dedication to the sanctity of all human life.
5. Exhibit strong commitment and dedication to sexual purity.
6. Demonstrate a teachable spirit, good listening skills and positive conflict resolution skills.
7. Agree with and be willing to uphold the Statement of Faith and Principles, Commitment of Care, Confidentiality, Policies and Procedures and Employee Handbook.
8. Must possess a current nursing license and function in accordance with the licensing board of Mississippi.
9. Have one to two years' experience in the medical field. Ideally, have one to two years of experience in a pregnancy center either on staff or volunteer.
10. Perform limited ultrasounds if trained (training may be approved by Hope Clinic or if trained outside Hope Clinic, approval by Medical Director).
11. Exhibit strong interpersonal and administrative skills.

Responsibilities:

- 1. Spiritual conduct of clinic staff:**
 - a. Responsible for maintaining Biblical standards in care of patients, educational materials used, and relationship with other staff and volunteers.
- 2. Personal Development/Education:**
 - a. Maintain professional license, CPR certification, or other certifications/licensure, trainings and CEU's
 - b. Increase knowledge of management, obstetrical, and gynecological care, and women's health issues.
 - c. Attend medical conferences that offer professional training and information pertinent to the clinic's practices (when approved by Executive Director)
- 3. Patient Care:**
 - a. Answer phone, set-up appointments, and greet clients.
 - b. Input patient information in database system (Ekyros-training provided)

- c. Review all patient records and verify Health History Form, Consent for Performance of Medical Services and Release of Liability Form have been properly completed for each patient.
- d. Meet with patients and review Medical Services Patient Instructions and related medical procedures. Record patient history in full on Health History Form.
- e. Provide support to the Care Coordinator.
- f. Meet with patient after the exam for pregnancy education and referrals.
- g. Arrange and provide patient follow-up alongside Care Coordinator
- h. Perform urine pregnancy test.
- i. Provide ultrasound after training, according to policies and procedures

4. Emergencies and Mandatory Reporting:

- a. Make calls to DHS when necessary and according to Policies and Procedures.
- b. Emergency phone calls -- Refer caller to a local hospital emergency room, their own physician, and/or advise to call 911.
- c. Medical emergency on-site -- Follow the policies and procedures on the form called Patient Medical Emergency Information

5. Other Responsibilities:

- a. Successfully complete required classroom and in-office training
- b. Assist Clinic Manager with volunteer training and oversee volunteers
- c. Attend staff and volunteer meetings to better equip your service
- d. Assist other staff and volunteers with office responsibilities according to needs and personal capabilities
- e. Inform of inventory needs: educational brochures alongside other staff
- f. Conflict Resolution and Grievances-refer to Employee Handbook
- g. To commit to our policy of confidentiality and guard against discussing clients away from the clinic
- h. Pray before you start your day and ask someone outside the clinic to pray for you.
- i. Be Hope Clinic's messenger to the community

6. Continuing Education:

- a. Comply with state and professional continuing education requirements.
- b. Annual review of CPR certification and other licensures/certifications.
- c. Annual review of center policies and procedures and infection control regulations will be provided by Clinic Manager

*Annual review of Personnel Policies and Procedures provided by Executive Director

*Receive an annual evaluation by the Clinic Manager regarding operational matters and job performance.

*Hope Clinic is an equal opportunity employer.

**This information is PRIVATE and CONFIDENTIAL. Discussion of salaries with other employees is grounds for dismissal.