



## NURSE MANAGER

The Nurse Manager helps fulfill New Life Family Service's mission of reaching all abortion-minded and abortion-vulnerable individuals throughout Minnesota with comprehensive pregnancy-related services and the message of the Gospel of Jesus Christ.

### REPORTS TO:

Executive Director

### RESPONSIBILITIES:

#### LEADERSHIP:

- Provide effective and inspiring leadership, as well as stewardship of New Life Family Services by managing medical services. Implement and lead a continuous quality improvement process throughout the program and service areas. Collaborate with the Director of Client Services to ensure best practices.
- Work in conjunction with the Executive Director to develop an annual operating budget for medical services, manage effectively within this budget and report accurately on progress made and challenges encountered.

#### MANAGEMENT:

- Supervises Client Care Nurse(s).
- Evaluate/update/create medical policies and procedures to be reviewed and approved by Medical Director and Board of Directors.
- Organize performance/documentation of pregnancy testing at all offices.
- Facilitate quarterly chart audits.
- Update chart forms to be reviewed and approved by Medical Director.
- Communicate any chart form updates to affected offices.
- Communicate with NLFS offices on quarterly basis.
- Oversee recruitment, training and orientation of qualified medical team volunteers.
- Maintain updated files on all sonographers.
- Facilitate regular meetings with medical team volunteers.
- Maintain medical licenses (laboratory testing) for each office.
- Coordinate CPR training for staff at each office.
- Maintain medical supplies and facilitate the ordering of medical supplies.
- Compile board reports and maintain monthly ultrasound statistics for each office.
- Oversee Ultrasound Live Program.
- Regular communication with Medical Director, Assistant Medical Director and Executive Director.

#### NURSING:

- Perform ultrasounds, conduct pregnancy tests, conduct STI testing and treatment.
- Assess client needs and make nursing judgments which reflect safe nursing practices.
- Maintain accurate records/care plans/follow up documentation.
- Assure accurate implementation of physician's orders.
- Provide education for clients.
- Provide follow up care for ultrasound clients in collaboration with client's social worker.



**PUBLIC RELATIONS:**

- Work with Director of Outreach to determine specific outreach opportunities, including but not limited to the annual School Nurse Conference.
- Participate in the local Pregnancy Center Nurse’s Collaborative group.
- Outreach to school nurses to promote First Care services.
- Participate in Ultrasound Live presentations as needed.

**OUTREACH:**

Attend all New Life fundraising events and other agency sponsored events as directed by the Executive Director. These may include some evening and/or weekend hours. May be asked to speak periodically in churches and/or community events on behalf of the agency. Promote a positive agency image.

**SELF-DEVELOPMENT:**

Complete continuing education requirement for renewing License as a Registered Nurse. Participate in appropriate workshops and training sessions to ensure continuing education requirements are met. Maintain current Registered Nursing License. Keep current on the direction and trends by reading literature in pregnancy care, management, women’s health issues and community resources. Stay informed of Care Net, NIFLA, and Heartbeat International policies and recommendations.

**QUALIFICATIONS:**

- Holds a current Registered Nurse’s License in good standing with the Minnesota State Board of Nursing.
- Experience in obstetrics and management preferred.
- Five to seven years of professional experience overall, with a minimum of three years of senior-leadership.

**VALUES/SKILLS:**

- Demonstrated faith in Jesus Christ.
- Agrees with and adheres to Transform Minnesota Statement of Faith, Core Values, and Code of Conduct.
- Exhibit strong commitment and dedication to the sanctity of all human life.
- Exhibit strong commitment and dedication to sexual purity.
- Be able to express a clear understanding of the inner workings of a pregnancy care center.
- Demonstrate strong interpersonal and administrative skills.
- Exhibit strong organizational skills and the ability to manage multiple responsibilities at once.
- Exhibit ability to respect client and donor confidentiality through the safe-keeping of related information.

**DIRECT REPORTS:**

Client Care Nurses and Volunteer Sonographers



Approved By	
Date Approved	
Reviewed	