



## CLIENT CARE NURSE

The Client Care Nurse position helps fulfill New Life Family Service's mission of assisting clients in life-affirming decisions with the love and compassion of Christ by managing and providing direct services within our medical program.

**HOURS:** Part-time, 24 hours/week

**PAY RATE:** \$31.50/hour

**BENEFITS:** Life Insurance, 403b Retirement Account, Short-Term Disability, Accident Insurance, Paid Time Off and Holiday Pay

### REPORTS TO

Director of Nursing

### POSITION RESPONSIBILITIES

- **CLIENT CARE:** 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. Follow up care for ultrasound clients in collaboration with client's social worker.
- **PUBLIC RELATIONS:** Promote a positive agency image. Represent the clinic in the community as delegated by NLFS Director of Nursing. Perform Ultrasound Live presentations as needed.
- **ADMIN:** Assist Assistant Nurse Manager with Supply Order and distribution of medical supplies. Assist with volunteers in the office by scheduling meetings to touch base with volunteers and being a point of contact for medical volunteers.

### POSITION QUALIFICATIONS

- Holds a current Bachelor's of Science in Nursing, RN License in good standing with the Minnesota State Board of Nursing or higher degree.
- Experience in obstetrics preferred.

### OUTREACH

Attend all New Life fundraising events and other agency sponsored events as directed by the Assistant Nurse Manager and Director of Nursing. 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

Stay knowledgeable about NLFS medical policies and procedures. Complete continuing education requirement for renewing License as a Registered Nurse or Registered Diagnostic Medical Sonographer. Maintain current Registered Nursing License, if applicable. Stay informed of CareNet, NIFLA, and Heartbeat International policies and recommendations. Keep current on the direction and trends by reading literature in pregnancy care, management, women's health issues and community resources. Send a copy of certificates of attendance received for continuing education seminars to supervisor to be included in personnel file.

### 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.
- An ideal candidate for the Client Care Position would possess the following skills and capacities:
  1. solid computer skills
  2. working knowledge of OB anatomy and physiology
  3. good vision with visual discrimination to differentiate between subtle differences in shades of grayscale tissue
  4. steady hands with good hand eye coordination
  5. spatial ability and reasoning skills
  6. ability to multi-task
  7. able to stand for long periods of time

### **DIRECT REPORTS**

None

APPROVED BY: \_\_\_\_\_



DATE APPROVED: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_