



NURSE MANAGER

Candidate Summary

The ideal Nurse Manager candidate shares our passion for saving the lives of the unborn and reaching people for Christ. They also are a compassionate, highly organized, and clinically skilled Registered Nurse who is committed to providing professional, life-affirming healthcare and support to women and families. The candidate should demonstrate strong clinical judgment, excellent communication and leadership abilities, and the ability to manage multiple priorities in a fast-paced healthcare environment. The Nurse Manager should be proficient with electronic medical records and common technology platforms, maintain a high standard of patient confidentiality and professionalism, and demonstrate discretion, compassion, and respect when interacting with patients, staff, volunteers, and community partners. The successful candidate will also be committed to maintaining appropriate licensure, certifications, regulatory compliance, and the highest standards of patient safety and quality care.

If this describes you, here is what to expect:

SCHEDULE: 4 or 5 per week (32 – 40 hours)
LOCATION: Vitality Women's Clinic and community outreach settings as needed
RELATIONSHIP: Reports to Center Manager

Responsibilities

I. Nursing & Patient Care

- Provide professional nursing care by assessing patient needs and making clinical judgments that reflect safe and appropriate medical practices.
- Oversee patient services including pregnancy testing, STI screening and treatment, limited obstetric ultrasounds, and other approved medical services.
- Ensure accurate implementation of physician/medical provider orders and maintain complete, accurate, and timely patient records.
- Provide patients with accurate, unbiased education regarding pregnancy, health, available resources, and support services.
- Ensure patients receive compassionate, respectful, and nonjudgmental care throughout their experience with Vitality Women's Clinic.
- Oversee appropriate patient follow-up in accordance with established clinical protocols and procedures.
- Identify patient needs and make appropriate referrals to healthcare providers, social service agencies, and community resources when indicated.
- Maintain a high standard of patient safety, quality of care, and customer service.

II. Medical Service Operations

- Ensure medical equipment is properly operated, maintained, cleaned, and available for patient care.
- Maintain appropriate medical supplies and inventory levels.
- Ensure accurate entry and tracking of patient statistics and clinical data.
- Maintain compliance with applicable state regulations, professional licensing requirements, clinical standards, and continuing education requirements.
- Maintain current CPR certification and any other required professional certifications.
- Participate in quality assurance and continuous improvement initiatives.
- Assist with daily clinic operations, including answering phones, scheduling appointments, assisting patients, and supporting front-office functions as needed.
- Help ensure clinic policies and procedures are consistently followed.
- Perform additional duties as assigned by the Center Manager.

III. Nurse Management & Leadership

- Recruit, train, supervise, mentor, and evaluate nursing staff and clinical personnel as assigned.
- Create and manage nursing schedules to ensure appropriate staffing and patient coverage.
- Establish clear expectations for clinical performance, professionalism, documentation, and patient care.
- Ensure nursing staff maintain required licenses, certifications, training, and continuing education.
- Ensure all clinic locations and mobile/community outreach operations are appropriately stocked with medical supplies and equipment.
- Develop, update, and maintain the medical sections of the clinic's policies and procedures.
- Work closely with the Medical Director regarding clinical policies, ultrasound services, patient care protocols, and medical concerns.
- Facilitate communication between nursing staff, medical providers, administrative staff, and leadership.
- Monitor clinical operations and identify opportunities to improve efficiency, patient experience, and quality of care.
- Provide leadership during staff meetings, training sessions, and clinical education opportunities.

IV. Patient Education & Support Programs

- Oversee the clinical components of patient education and support programs.
- Collaborate with staff and volunteers to ensure educational programs are delivered consistently and professionally.
- Help evaluate programs and services to ensure they are meeting patient needs and organizational goals.
- Support the development and implementation of new patient services and educational initiatives as the clinic grows.