

**Evansville Christian Life Center**

509 South Kentucky Avenue

Evansville, IN 47714

(812) 423-9222

Registered Nurse: Pregnancy/Medical Services
Evansville Christian Health Clinic (ECHC)

**Reports to:** Medical Care Services Manager (MCSM)
**FLSA Status:** Non-Exempt
**Directly Supervises:** Immediate supervision of Clinic functions and monitors medical services

**Narrative Description:**The Registered Nurse for Pregnancy/Medical Services maintains professional standards of care under the direction of the Medical Care Services Manager. This position is responsible for a variety of functions, planning and performing direct and indirect nursing interventions, supervising, organizing, planning, assessing and monitoring the medical services provided by pregnancy/medical services. Works with the health care providers, other nurses, and pregnancy counselors to assure that patients are receiving the best medical, emotional and spiritual care possible.

The ECHC staff work to help restore people from need to potential by providing professional and relational health services. This position reports to the Medical Care Services Manager (MCSM).

## Responsibilities include, but are not limited to:

* Works efficiently with an emphasis on departmental harmony and organization.
* Develops, maintains, reviews and makes recommendations for policies and procedures with particular care for ultrasound services and testing performed in the pregnancy services area, and nursing service in the medical clinic.
* Works with the MCSM to establish and maintain a medical evaluation system that will continuously assess the programs and services of the pregnancy services and medical clinic, providing recommendations to the MCSM for improvement in services, delivery, and management.
* Maintains that all paperwork is complete, accurate and in on a timely basis. Maintain client files in a proper manner and ensure the files are entered in the electronic medical record correctly.
* Communicates as needed with the MCSM to maintain volunteer coverage at the highest level of effectiveness.
* Assures that the medical services and pregnancy services offered are adequate and appropriate.
* Attends medical conferences that offer professional training and information pertinent to the clinic’s efforts, and participates in training as requested.
* Appropriately handles medical questions from patients, contacts patients with STD clinic results and other results. Instructs with regard to any needed treatment/medications.
* Maintains strict confidentiality in keeping with HIPPA practices regarding client files and protected information.
* Utilizes universal precautions.
* Provides leadership and oversight to pregnancy/medical services staff and volunteer nurses.
* Directs volunteers to sign in and sign out.
* Assists in maintaining the cleanliness of the work area and the clinic.
* Assists in special events and meetings as needed.
* Demonstrates a Christ-like work ethic in utilizing paid time within the clinic.
* Portrays a Christian Attitude towards clients, fellow staff members, and volunteers.
* Maintains the awareness of State and Welfare regulations regarding reporting procedures and testing procedures.
* Makes appropriate referrals to Parenting Rewards, ECLC Services, and other social and medical services.
* Assists in the development of resources and keep informed of services available for clients.
* Attends all ECHC staff meetings and ECLC meetings as requested.
* Helps train new volunteers: shadow counseling sessions, enter charts in the electronic medical record, and train in phone communications to make sure they are learning the skills necessary to be successful.
* Shares in public meetings as requested by leadership.
* Performs other duties as appropriate to fulfill the objectives of this position or as assigned by the Executive Director of ECLC, the Director of Family Care Services, and the MCSM.

## Education and Experience:

* Maintains certification and licensure as a registered nurse in the State of Indiana and with the State Health Professions Bureau
* Additional education and experience is a benefit, as is certification with the National Institute of Family and Life Advocates (NIFLA) or a similar organization to do limited Ultrasounds

## Skills and Attributes:

* Ability to read, analyze and interpret information accurately in order to effectively present, respond, and appropriately interact with exterior contacts, staff, and clients
* Ability to assist in lab testing performed in the STD clinic and medical clinic
* Strong time management skills
* Basic computer skills and mathematical skills are essential.
* Ability to perform basic assessment skills
* Must possess an element of maturity with sufficient life experience

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## Physical Demands:

The physical demands are representative of the physical requirements necessary to perform the essential functions of the Registered Nurse. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, climb, or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 40 pounds, or assist a patient on and off the exam table. Also, the Registered Nurse must be able to combat frustration and personal or work stress without allowing it to interfere with their relations with external contacts, staff, volunteers, and clients.

## Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is normally low to moderate.

## Disclaimer:

*This job description is not all-inclusive, and employees may perform other reasonably-related business responsibilities or duties as assigned by the MCSM or the Executive Director/CEO. This organization reserves the right to revise or change position duties as needed. This job description does not constitute a written or implied contract of employment.*

## Consent/Acceptance Clause:

*I have read and understand the above-mentioned qualifications and requirements for this job position. I meet or exceed the qualifications outlined in this job description. I am willing to carry out these specifications according to the Evansville Christian Life Center policies and procedures.*

**Employee Signature Date**