



SKYLARK

Staff Nurse

Job Description

Department:	Medical Care	Reports to:	Nurse Manager
Position Type:	Per Schedule/Needs	Supervises:	Volunteers

Objectives of the Position:

The Nurse provides medical services to clients in need at Skylarks centers and mobile unit.

Role and Responsibilities

Medical Services Operations

1. Ensure that no client records are left unattended or unfiled to maintain client confidentiality.
2. In conjunction with the Nurse Manager, adhere to professional standards of care according to both state and federal regulations.
3. Assist with recruitment of medical staff and volunteers as requested by the Nurse Manager.
4. Provide adequate reporting of medical services to the Nurse Manager for the benefit of the Board of Directors and to maintain requirements of necessary grants.
5. Ensures adherence to all Occupational Safety and Health Administration (OSHA), local, state, and federal agencies.

Client Care

1. Review client records for proper completion of all necessary documentation.
2. Review medical procedures with each client.
3. Record client's medical history
4. Provide appropriate medical services, counseling, education, and referral for client.
5. Arrange and provide appropriate client follow up.
6. Assist in the transition of clients between center and mobile unit.
7. Maintain inventory of medical supplies to be reported to the Nurse Manager.

Emergencies

1. Emergency calls- refer to local hospital emergency room, their own physician, and advise to call 911.
2. If current center client- consult with Nurse Manager or Medical Director.
3. Medical emergency on site- Follow the procedure outlined in Policies and Procedures Manual for medical emergencies.

Continuing Education

1. Comply with state and professional continuing education.
2. Maintain current CPR certification.
3. Review pregnancy center Policies and Procedures Manual annually as requested by the Nurse Manager or Executive Director.

Training and Supervision

1. Acquire competence and maintain competency in performing limited ultrasounds, through ongoing professional education that includes participating in reviews and clinical updates with competency assessments.
2. Complete training on mobile unit.
3. Complete Sexual Risk Avoidance training (SARS).
4. Participate in In- service trainings, monthly staff meetings, and other trainings and conferences as directed.
5. In conjunction with Nurse Manager, provide mobile staff updates, infection control regulations, and continuing education as needed.

General Shared Duties

1. Receive calls relating to the ministry and answer calls when receptionist is not available.
2. Assist with maintenance and cleaning of facility.
3. Participate in fundraising events.
4. Participate in pre and post-event mailings and additional large mailings when requested.

Qualifications

1. Demonstrate a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit, both through word and lifestyle, a strong commitment and dedication to sexual abstinence before marriage and sexual faithfulness during marriage.
3. Exhibit a strong commitment and dedication to the pro-life position.
4. Exhibit a strong commitment to unify Christians from every Christian background to function together in ministry.
5. Agree with and uphold the Statement of Principle, Statement of Faith, and the policies of Skylark.
6. Be a licensed registered nurse in the state of Georgia with no documented violations against license.
7. Prefer a bachelor's degree or master's degree in nursing or equivalent experience.
8. Prefer experience in a pregnancy center or similar service experience.
9. Exhibit strong interpersonal skills, oral and written communication skills, and administrative skills.

Preferred Skills

1. Able to maintain a working relationship with other staff members and volunteers.
2. Able to provide spiritual leadership, discipleship, and support to adult and teen volunteers
3. Able to carry out responsibilities with little or no supervision.
4. Exhibit skill in leadership according to Christian principles.
5. Have an open and teachable attitude at all times.
6. Able to manage time wisely and adapt to scheduled changes when necessary.