



Job Title: Keim Center Nurse Manager (minimum RN)

Reports to: Director of Nursing, Medical Director, and Vice President of Ministry Operations

Below are the essential duties and responsibilities, other duties may be assigned.

Management

- Perform all medical services such as pregnancy tests, nursing consultations, ultrasound exams (after demonstrating competency), dispensing of medical information as appropriate and dispensing of prenatal vitamins.
- Work closely with the Center Manager and volunteers to effectively carry out patient services.
- Ensure all operations are in accordance with current Medical Policies and Procedures.
- Maintain all certifications and competencies required for a licensed medical professional trained in limited ultrasound and current BLS
- Coordinate with Development and Ministry Operations related to community outreach, speaking engagements, and clinic tours
- Training and oversight of volunteer nurses and new staff nurses.

Miscellaneous

- Attend monthly staff meetings, ministry operations meeting, and medical meeting and report on medical clinic at meetings when needed
- Report to and discuss with the Director of Nursing and VP of Ministry Operations all medical clinic matters, scheduling and ongoing/future projects.
- Agrees and accepts CPC Statement of Faith and Statement of Principle.