



Nurse Manager Job Description

The Nurse Manager provides medical services, including pregnancy tests, limited obstetric ultrasound, and education regarding pregnancy and pregnancy options to patients on behalf of the Crisis Pregnancy Center of Tidewater (CPC). This individual will work with Patient Advocates and other members of the medical team to assure that each patient is provided with care, compassion, confidentiality, integrity, and excellence to help fulfill CPC's mission to save lives, spare hearts, and spread the gospel of Jesus Christ in South Hampton Roads. The Nurse Manager will report to the Director of Medical Services.

Responsibilities

The successful candidate will:

- Perform medical services including urine pregnancy tests, nursing consultations, and limited ultrasound exams (upon demonstrating competency)
- Provide education and medical information regarding pregnancy to patients
- Dispense prenatal vitamins
- Work closely with the patient advocates, staff, and volunteers to effectively carry out patient services.
- Ensure all operations are in accordance with current medical policies and procedures
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication
- Perform other duties as assigned, dependent on organizational needs and employee skills

Qualifications

Spiritual/Personal

The successful candidate will:

- Uphold CPC's policies and procedures
- Support the religious mission of CPC and encourage the spiritual growth of staff and clients
- Reinforce the humanity of the unborn child with patients, their guests, staff, and others
- Be able to share the gospel of Jesus Christ with patients and supporters and pray with them as appropriate
- Lead staff (or participate) in shared prayer and devotions as opportunities arise
- Work with vendors, service providers, and/or volunteers as needed Have a personal, vital, and growing relationship with Jesus Christ and be able to share the gospel
- Be an active and committed part of a local, gospel-preaching church
- Be in complete agreement with CPC's Mission, Statement of Principle, and Statement of Faith
- Be dependable, stable, and capable of committing to this position's responsibilities and duties
- Express a desire to be a part of reaching at-risk patients considering abortion

- Believe in the sanctity of all human life from the moment of conception through natural death
- Exhibit strong interpersonal, spiritual, and administrative skills, take initiative, and be flexible
- Be self-motivated and well-ordered in their personal life
- Have a warm, gentle, and hospitable spirit for the family of CPC
- Embrace CPC's values and the behaviors that support those values

Professional

The successful candidate will:

- Exhibit strong written and oral communication skills
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously
- Have the ability to excel in a fast-paced, changing, and challenging environment
- Be proficient in Microsoft Office products
- Maintain all certifications and competencies required for a licensed medical professional trained in limited ultrasound and maintain BLS certification.

Education/Experience

The successful candidate will:

- Possess an active RN, NP, or PA license in Virginia

Schedule

The Nurse Manager is a regular, part-time position (20-29 hrs/week). The position is not approved for remote working opportunities. The Nurse Manager will be expected to be available for rotating shifts Monday-Saturday, including rotating evening shifts, for all locations.

Compensation and Review

Compensation consists of a competitive salary dependent on the qualifications and experience of the successful candidate and their employment status (regular vs. temporary and/or full-time vs. part-time). Benefits may include:

- Health insurance
- Dental insurance
- Various Aflac plans
- Paid time off (holiday, vacation, and sick leave)
- 403(b) Retirement Plan

On an annual basis, the Nurse Manager may be given a formal performance review by the Director of Medical Services.

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