

**Position Summary:**

The Registered Nurse has the responsibility for the day-to-day operation of the medical services at the pregnancy center. This includes performing ultrasounds and pregnancy tests, Options Consultation and mentorship for clients, and assisting the Center Manager with providing education to staff/volunteers.

**Reports to:** Operations Specialist

**Supervises:** None

**Qualifications:****Required:**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit strong commitment and dedication to the pro-life position and sexual purity.
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the organization.
- Have an active Registered Nurse License in the State of Oregon; experience with limited ultrasound is preferred but not required.
- Have one year of experience as a volunteer in some ministry capacity.
- Exhibit skill in interpersonal communication, public speaking, and problem solving.
- Be able to provide spiritual leadership, discipleship, and support to volunteers.
- Be in regular attendance at a local church fellowship.
- Be able to carry out all responsibilities with little or no supervision.

**Essential Functions:****Nursing Care:**

- Provides support and care to clients and maintains professional standards of care, following the ANA Code of Ethics.
- Provides ultrasound exams, and the counseling, services and record-keeping associated with those exams as well as adhering to all medical and non-medical procedural protocols.
- Maintains accurate, thorough records and provides follow-through on physician's orders. Performs chart nurse reviews and documents appropriately.
- Performs urine pregnancy tests and limited obstetric ultrasounds for clients.
- Provides nursing care: assesses patient needs and makes nursing judgments that reflect safe nursing practices.
- Provides education for patients and families to develop an understanding of their

health condition.

- Maintains a working knowledge of nursing methods, principles and practices in relation to safety and infection control (OSHA compliance), clinical systems, supplies and equipment.
- Complies with all HIPAA laws regarding confidentiality for all clients and advocates to other staff and volunteers to comply with HIPAA laws.
- Perform electronic submission of ultrasound scanned images and report/s to our medical director within 24 hours.
- Capable of lifting 15-20 lbs.
- Holds current OR drivers license.
- Fulfills all other duties as assigned by the Operations Specialist or Executive Director.

**Public Relations:**

- Participate in community and fundraising events, as needed and requested by the ED.
- Participate in meetings with churches and other organizations as needed and requested by the ED.

**Personal Development:**

- Maintains professional license.
- Increases knowledge of management, obstetrical, and gynecological care and women's health issues.

**Skills:**

- Excellent computer skills (Microsoft Word, Excel, Email)

This is not an all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. PRCCO may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description. If an offer of employment is extended by PRCCO, you will be asked to sign this document and agreeing to the following:

- I am capable of performing the essential functions of this position.
- I understand and agree that my employment with PRCCO is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_

Prepared By: LWoods | Last Modified: 08/20