



### **Job Description: Staff Nurse**

**Position Summary:** This position will perform nurse intake assessments and assist the Director of Nursing with medical operations of Agape Women's Clinic.

**Reports to:** Director of Nursing

### **Job Specific Qualifications:**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Be an active member, in good standing, with a local church.
- Agrees with Agape WC's Statement of Faith, Mission Statement, and Bylaws
- Preferred bachelor or master's degree in nursing or equivalent experience.
- Strong qualities of spiritual leadership, discipleship, and ability to encourage staff and volunteers.
- Strong interpersonal skills, oral and written communication skills, organizational, and basic computer skills.
- Demonstrated decision-making, problem-solving, planning, and implementation skills.
- Demonstrated maturity, stability, confidentiality, and initiative resulting in the ability to carry out responsibilities with minimal supervision.
- Must possess a current Texas license in his/her medical profession and function in accordance with the Texas Board of Nursing.
- No history of documented violation of Nursing Practice Act of the State of service or any state.
- Adheres to a consistent pro-life medical position and practice.
- Experience in obstetric nursing, public health nursing, nursing management, and or sonography is useful, but not required.
- Experience in a pregnancy center is useful but not required.
- Possess current BLS for healthcare providers.

### **Responsibilities**

#### **Patient Care**

- Perform the initial assessment and review client record to check for the Intake Form and the Consent for Medical Services and Release and Liability Form.
- Meet with the client and review Medical Services Patient Instructions and the medical procedure. Record Client's Medical History, allergies, weight, and vital signs in the record.
- Meet with client for pregnancy counseling, education and referrals.
- Arrange and provide client follow-up in coordination with Client Advocates.

- Follow up with clients with results of sonogram if needed.

### **Medical Services Operations**

- Ensure prayer is an integral part of each day for staff and volunteers.
- Provide medical services, and counseling for clients as needed.
- Assist in evaluating and implementing client services programs and materials.
- Coordinate with the center staff to maintain current client referral lists and inform other center staff and volunteers of new resources that may be useful to clients.
- Monitor and fill supplies as needed; inform Director of Nursing of any supplies that need to be ordered.

### **Emergencies**

- Emergency calls – Refer caller to a local hospital emergency room, their own physician, and/or advise to call 911.
- If current patient, follow appropriate procedures. Then, if necessary, consult with the Nurse Manager. If needed, consult the Medical Services Director.
- Medical emergency on site – Follow the procedures for Medical Emergencies.
- Locate and know how to utilize the fire extinguishers at all clinics.

### **Administration**

- Review client medical files and nurse/sonographer notes to ensure accurate documentation of client visits.
- Review client data in database and maintain accurate medical documents.
- Ensures appropriate documentation is completed including, but not limited to, written sonogram reports by the nurse or sonographer performing the scan.

### **Training and Supervision:**

- Participate in In-service Trainings, OSHA, and CONFIDENTIALITY annual trainings.

### **Continuing Education**

- Comply with state and professional continuing education requirements.
- Maintain current BLS certification.
- Annual review of center policies and procedures, and infection control regulations.

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### **EMPLOYEE ACKNOWLEDGEMENT:**

I have read and understand the position description for the position I hold at Agape Women's Clinic. A copy of the position description has been given to me for my records. I acknowledge, understand, and agree that:

1. It is to inform and assist me in the performance of my duties at Agape WC.
2. It does not constitute an employment contract with Agape WC.

3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.

I understand and agree that my employment with Agape WC 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.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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