

Pregnancy Resource Clinic Job Posting

Date : October 15, 2024
To : PRC Employees, Volunteers, Supporters
From : Jenny Summers, Executive Director
Work Location : Pregnancy Resource Clinic, 53 W. Main Street, Lock Haven, PA
Position Title : **Clinic Nurse**
Status : Non-Exempt, full-time, permanent position
DMB Class: : D3-3-N
Reporting Manager : Nurse Manager
Position Open : Until Filled

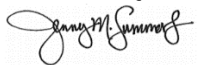
Position Summary : The Clinic Nurse is responsible for assisting the Nurse Manager in performing nurse duties directly related to providing pregnancy and STD medical support and care to clients while carrying out the operations of the Pregnancy Resource Clinic, following the ANA Code of Ethics, physicians orders, and policy and procedures.

Application Process : If interested in receiving an online link for the application, please email help@scprc.com or call 814-234-7341 with your inquiry. Please have available and ready to **upload** as part of your application (do not email or mail these documents):

- Cover Letter
- Resume
- Four Letters of Reference: One (1) personal, two (2) professional, and one (1) Pastoral
- Clearances: Child Abuse, Criminal, and FBI Clearance
- Current PA, RN License
- A handwritten one-page essay entitled "Why I am pro-life and why it matters."

Thank you!

Because you matter,



Jenny M. Summers, Executive Director

Pregnancy Resource Clinic Job Description

Job Title: Clinic Nurse

FLSA Status: Non-Exempt
DMB Class: D3-3-N
Reports to: Nurse Manager
Date: October, 2024

Objective:

The Clinic Nurse is responsible for assisting the Nurse Manager in performing nurse duties directly related to providing pregnancy and STD medical support and care to clients while carrying out the operations of the Pregnancy Resource Clinic, following the ANA Code of Ethics.

Qualifications:

1. Agrees fully with Pregnancy Resource Clinic's Mission, Faith, and Principle Statements
2. Maintains a consistent life-affirming philosophy and would never refer or advise anyone to have an abortion.
 - When a situation arises where a woman's life is at risk, the clinic advocates taking measures to preserve her life, hoping that both the woman and her child both can be saved.
3. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord, as evidenced by letters of reference (BFOQ)
4. Demonstrates proficiency in Microsoft Office Suite and Google Apps
5. Exhibits excellent organizational skills and typing ability
6. Is self-motivated, dependable, and capable of following through on commitments
7. Must possess strong writing skills
8. Must be a Registered Nurse or a Licensed Practical Nurse and possess a current Nursing License and function per the licensing board of the state of Pennsylvania
9. Has at least one year of experience in Nursing
10. Carries personal medical malpractice insurance

Responsibilities:

Medical Services

- Assist to provide nursing services of the clinic which include the administration and interpretation of pregnancy tests, testing and treatment of STIs, as needed according to Medical Director's orders
- Provides nursing care; assesses client needs and makes nursing judgments which reflect safe nursing practices
- Maintains accurate client records, care plans, and follow-ups
- Assures accurate implementation of Medical Director and/or Nurse Practitioner orders and advises Nurse Manager of patient's progress and changes in condition as needed.

- Work closely with Nurse Manager and Executive Director to edit and modify the existing medical portion of the operations manual for the clinic as necessary
- Provides education for client, their family/partners to develop an understanding of their health care and condition(s)
- Assist Nurse Manager in preparing and shipments of specimens as needed
- Assists Nurse Manager in ordering medical supplies when needed
- Work alongside other Clinic Nurses and staff to ensure clients are served

Counseling

- Complete Peer Counselor training and follow the guidance of the Nurse Manager and Site Director
- Seek direction from the Nurse Manager and Site Director for best client advocacy and care.
- Seek direction from the Nurse Manager for best medical practice and client care

General Duties

- Report weekly to the Nurse Manager
- Attend clinic events (trainings, fundraisers) and in-services (evening and weekends as needed)
- Assist Nurse Manager to develop and operate within an approved budget for expendable supplies to support the medical needs of the clinic (pregnancy, ultrasound, STD testing and treatment supplies)
- Represent Pregnancy Resource Clinic in public forums when needed (evening and weekends as needed)
- Other duties as assigned: Be responsible for other assignments and undertake new initiatives as determined and expected by the Nurse Manager, Site Director and/or Executive Director

Supervises: Those assigned by the Nurse Manager

Time Study: *95% Client Services, 5% Supervisory Responsibilities 1.0 FTE*