



**Job Title:** Healthcare Professional (RN)

**Ministry Purpose:** This position plays a significant role in achieving the religious mission of Positive Options and thus has a ministry purpose, and supports Positive Options' long-term vision of tripling the number of lives saved in 15 years, 5,000 lives by 2040.

**Qualifications:**

*Code of Christian Conduct*

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Maintain and promote a lifestyle of sexual purity.
- Exhibit a strong commitment and dedication to the sanctity of all human life from conception to natural death.
- Reinforce the humanity of the unborn child with clients, their guests, staff, volunteers and donors.
- Able to share the Gospel.
- Participate in prayer, devotions and worship as a team and as a full staff.
- Expresses a desire to reach men and women considering abortion with Biblical truth in love.
- Agree with and be willing to uphold the Mission, Vision, Core Values, Statement of Faith, Statement of Principles, and policies of Lakeshore Pregnancy Center.
- Be in consistent fellowship at a local church.

*Education*

- Hold a minimum of a Bachelor's Degree in a helping field or related experience equivalent.

*Experience*

- Possess or be willing to gain a thorough understanding of pregnancy care center ministry and administration.
- Possess sonography skills specifically related to early pregnancy ultrasounds, preferred but not required.

*Skills*

- Demonstrate professional, organizational and leadership skills.
- Possess and exhibit expertise in interpersonal communication, public speaking, and problem solving.
- Possess a good knowledge of human reproduction and conception, fetal development, abortion techniques, methods and after effects, and the ability to effectively articulate these areas with a variety of audiences.
- Proficiency in computer skills, with ability to utilize Word, Excel, PowerPoint, Outlook, and G-Suite.
- Proficiency in both verbal and written communications.
- Be dependable, stable and capable of committing to this position's responsibilities and duties.
- Ability to handle sensitive and confidential information with integrity and diplomacy.
- Ability to establish and maintain cooperative working relationships.
- Ability to carry out responsibilities with little or no supervision.

**Reports to:** Lead Nurse

**Supervises:** None

**Time Commitment:** Average of 32 hours a week

**Primary Objectives:** The Healthcare Professional is responsible to provide excellent client care and medical services. In addition, assist with volunteer management, promote client activity, display a positive presence in the community, and foster community relationships.

**Responsibilities and Duties:**

- Make prayer an integral part of daily operations.

*Medical Responsibilities*

- Assure that clients feel welcome upon arrival for medical services.
- Perform pregnancy tests and limited OB ultrasounds, (if licensed for such) being constantly mindful of the balance required between medical excellence and compassionate ministry.
- Deliver clear, empathetic education on abortion procedures, ensuring clients receive both truthful information and compassionate support.
- Provide client education on early pregnancy care, including essential health information and available support resources.
- Maintain accurate and complete client medical records.
- Follow through on Medical Director's orders and coordinate referrals to medical providers.
- Provide education for clients and family to develop an understanding of their health.
- Review any clinical findings with the Lead Nurse and/or referral doctor (with client's permission), that may indicate concern for the viability of the pregnancy, the health of the mother, or other concerns.
- Be available as needed to meet with clients and answer incoming phone calls.
- Reinforce the humanity of the unborn child with each client.
- Assist in client follow-up care as directed by the Lead Nurse and Center Director.
- Assist with infection control regulation and safety procedures in conjunction with the Medical Director.
- Assist in inventory control of medical supplies and stocking.
- Report any signs that medical equipment is improperly operated and maintained.
- Maintain Ultrasound Log Sheets.
- Keep Lead Nurse updated on medical needs, changes, or concerns.
- Assist in recruiting qualified medical team volunteers and staff to meet the needs of the Center, in conjunction with the Lead Nurse, Director of Operations, and the Medical Director.
- Assist with initial and continued training and education to medical professionals, in conjunction with the Lead Nurse, Director of Operations, and the Medical Director.
- Keep current on all Lakeshore Pregnancy Center's policies and procedures.
- Encourage volunteer client advocates and staff.

*Staff Development Duties*

- Attend and contribute to events as requested by the Center Director.
- Attend and contribute to Center Services Meetings, Team Meetings, Medical Meetings, Staff Meetings, special events and other meetings as requested.
- Attend medical team conferences and discussions as needed in evaluating center services, policies, procedures, and protocols.
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*Promotional/Fundraising*

- Assist Center Director in fundraising, speaking or promotional events as needed.
- Assist in planning and hosting of Volunteer Appreciation events.
- Lead tours of the Center.

**Personal and Professional Development:**

- Attend conferences, seminars, and workshops as agreed upon by the Executive Director.
- Increase knowledge of obstetrical and gynecological care and women’s health issues.
- Stay current on issues such as abortion/post abortion stress, adoption, abstinence, birth control, and STIs.
- Keep current CPR certification.
- Complete trainings as assigned.
- Take bi-annual restoration days. Restoration Days are days alone with God to seek His guidance and direction both personally and professionally.

**Physical Demands:**

- Ability to frequently use a computer and telephone.
- Ability to physically navigate both in and out of the office.
- Ability to drive and travel.
- Carry out the defined responsibilities and duties with or without accommodations.

**I acknowledge that I have received a copy of this job description.**

**Signature** \_\_\_\_\_

**Name (Printed)** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

(Copy to be given to the individual with the original kept in his or her personnel file.)