



Job Title: Nurse Manager

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

- Bachelor's Degree in Nursing (BSN) required. Equivalent education and experience may be considered when appropriate.

License and Certifications

- Current unrestricted Registered Nurse (RN) license in the State of Michigan.
- Current CPR/BLS certification.

Experience & Knowledge

- Minimum of two (2) years of nursing experience, preferably in obstetrics, gynecology, women's health, or a related clinical specialty.
- Demonstrate know of obstetrical care, prenatal development, and women's health issues.
- Understanding of, or willingness to develop, knowledge of pregnancy center ministry, client care services and program administration.
- Previous leadership, supervisory, or program management experience preferred.
- Limited obstetric ultrasound training is preferred; willingness to complete required ultrasound training upon hire is expected.

Reports to: Director of Operations

Supervises: Medical Staff and Medical Volunteers

Time Commitment: Full time 32 to 40 hours a week.

Primary Objectives: The Nurse Manager provides clinical leadership and operational oversight for the medical department, ensuring quality patient care, regulatory compliance, staff support, and effective medical services across all four locations. This role serves as the primary resource for the medical team and works closely with the Medical Director and organizational leadership to support the mission and goals of the organization.

Work Environment

This position includes administrative, clinical, and community-facing responsibilities and will require travel between center locations and community events.

Skills

- Demonstrate professional, organizational, supervisory and leadership skills.
- Possess a sincere desire to reach out to abortion vulnerable and abortion minded women.
- Possess and exhibit expertise in interpersonal communication, public speaking, and problem solving.
- Proficiency in computer skills.
- 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, and manage multiple priorities.

Essential Responsibilities**Leadership & Staff Support**

- Supervise, mentor and support medical staff and volunteers.
- Develop and manage staff schedules and approve timecards and oversee staffing needs.
- Conduct performance reviews and regular team check-ins.
- Coordinate onboarding, orientation, competency assessments, and ongoing professional development.
- Provide spiritual and organizational leadership to the medical team, including staff prayer and devotions as needed.
- Serve as the primary contact for clinical questions, concerns and staff support.

Clinical Operations & Compliance

- Ensure consistent delivery of medical services, policies, procedures, and protocols across all center locations.
- Oversee client medical records, documentation, required logs, and regulatory compliance.
- Manage medical supplies, equipment, inventory and ordering processes.
- Collaborate with the Medical Director orders, referrals, and clinical concerns requiring physician review.
- Oversee pregnancy testing services, staff competencies, and client education regarding health and pregnancy- related concerns.
- Ensure infection control, safety standards, credentialing requirements and quality assurance measures are maintained.
- Review and update medical policies, procedures, and resource materials in collaboration with the Medical Director.

Communication & Administration

- Communicate important clinical, legislative, and organizational updates to staff.
- Prepare reports, including medical statistics and program updates, for leadership and board review.
- Participate in leadership, staff and other meetings as requested.
- Coordinate medical staff meetings, annual training initiatives, and quality improvement activities.
- Collaborate with organizational leadership to identify program needs, establish goals and support budget planning.

Community Engagement

- Represent the organization at community events, workgroups, and networking opportunities.
- Build and maintain relationships with healthcare providers, community partners and referral resources.
- Support Satellite locations through staff encouragement, consultation, and clinical coverage as needed.
- Assist with Ministry Events as requested, at least one per year.

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.)