

## **Nurse Manager**

### Job Description

**General Description:** The Nurse Manager is responsible for overseeing the day-to-day clinical operations of the nursing unit, ensuring the delivery of high-quality patient care, maintaining staff performance standards, and promoting a safe and efficient healthcare environment. This leadership role blends administrative and clinical expertise, fostering collaboration between nursing staff, physicians, and interdisciplinary teams.

**Accountable To:** The Nurse Manager is accountable to and under the direct supervision of the Vice President of Clinical Operations

**Supervises:** The Nurse Manager supervises medical, clinic volunteers and staff.

#### **Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Strong commitment and dedication to the sanctity of human life and related issues of abortion and sexual purity.
3. Agree with and be willing to uphold the Statement of Faith, Statement of Principle, Code of Ethics, and policies of the Clinic.
4. Exhibit excellent skills in interpersonal communication.
5. Demonstrate strong counseling skills.
6. Provide spiritual leadership, discipleship, encouragement and direction for the staff members and volunteers.
7. Ability to work occasional evenings and/or weekends when needed for clinic coverage or community outreach needs.
8. Registered Nurse (RN) with active, unencumbered state license.
9. Bachelor of Science in Nursing (BSN) preferred.
10. Minimum 3-5 years of clinical nursing experience; prior leadership or management experience highly desirable.
11. Current BLS and ACLS certification.
12. Strong leadership, organizational, and problem-solving skills.

#### **Job Responsibilities:**

- Provide direct supervision and leadership to nursing staff, including hiring, training, performance evaluations, and disciplinary actions.
- Ensure the delivery of patient-centered care that complies with pregnancy center policies, regulatory standards, and best nursing practices.
- Manage daily staffing assignments and scheduling to maintain adequate coverage and optimize patient outcomes.
- Monitor patient care plans and intervene when necessary to resolve issues and ensure continuity of care.
- Collaborate with Medical Directors, Advocates, and the VP of Clinical Operations to coordinate patient care services.
- Lead quality improvement initiatives and participate in audits, inspections, and quality assurance processes.
- Identify staff training needs and coordinate continuing education, certifications, and in-service training.

- Promote a positive work environment that supports staff engagement, teamwork, and professional growth.
- Uphold infection control, patient privacy, and workplace safety protocols.

**Evaluation:** The Nurse Manager will receive an annual evaluation by the V.P. of Clinic Operations.

The evaluation will consider:

- Client care and medical support – direct patient interaction, documentation, follow-up attempts, ultrasound appointments.
- Daily clinic management – effective assessment and use of resources to meet the needs of our patients, including volunteers, non-medical supplies/resources, and community referrals.
- CCWH support – community representation of the ministry, support in special events, and teamwork.
- Management and direction of clinic staff and volunteers