firstchoice
WOMEN'S RESOURCE CENTERS

Staff Nurse Job Description

Objectives:
To reach out to women who are experiencing, or at-risk for an unplanned pregnancy with the mercy and compassion of Jesus Christ by offering emotional, spiritual, and practical support in both word and action, primarily through assisting with medical services under the direction of the Director of Health Services and Medical Director.

Reports to:
Director of Health Services, or Center Director in Director of Health Services' absence.

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior. (John 3:16; Matthew 7:16&20)
2. A regular attender/member in good standing of a local, Bible-believing church. (Acts 2:42-47; Hebrews 10:24-25)
3. Exhibit strong commitment and dedication to the sanctity of human life and sexual activity within the confines of marriage. (Genesis 1:27; Psalm 139:13-16; I Cor. 6:18-20)
4. Full agreement with and willingness to uphold the Statements of Faith & Principle and all policies of First Choice.
5. Dependable, stable and capable of following through on commitments.
6. Possess a sincere desire to reach out with the love of Jesus to abortion-vulnerable women and at-risk sexually active women.
7. Ability to respect confidentiality.
8. Proficiency in Microsoft Office applications and basic computer operations.
9. Completion of First Choice's volunteer training seminar.
10. For all who have experienced an abortion, completion of PACE and approval to serve clients by PACE Coordinator.
11. Hold a current Registered Nurse's license and be in good standing with the State Medical Board.
12. Current CPR/BLS certification.
13. Proof of most recent TB test, MMR and HBV vaccine.
14. Completion of Limited Obstetrical Ultrasound Training.
15. English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
16. Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
17. Computers and Electronics - Knowledge of computer hardware and software, including applications.

Skills:

Basic Skills

1. **Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.

2. **Active Listening -** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
4. **Learning Strategies** - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
5. **Monitoring** - Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
6. **Reading Comprehension** - Understanding written sentences and paragraphs in work-related documents.
7. **Speaking** - Talking to others to convey information effectively.

Social Skills

1. **Coordination -** Adjusting actions in relation to others' actions.
2. **Instructing** - Teaching others how to do something.
3. **Service Orientation** - Actively looking for ways to help people.
4. **Social Perceptiveness** – Being aware of others' reactions and understanding why they react as they do.

Technical Skills

1. **Operation Monitoring** - Watching dials or other indicators to make sure a machine is working properly.

Resource Management Skills

1. **Time Management** - Managing one's own time and time appointments with clients.

Desktop Computer Skills

1. **Navigation** - Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.

Responsibilities:

1. To provide ultrasound exams and appropriate medical recommendations for each client in an atmosphere of warmth and compassion.
2. To provide accurate information and education on adoption, abortion, prenatal care and sexual health.
3. To follow all policies and procedures regarding ultrasound, counseling, helpline, and office flow-through.
4. To offer counsel, material resources and referrals appropriate to a clients' situation.
5. To look for teachable moments with a client in order to share the love of Jesus and His plan of salvation.
6. To appropriately follow-up with clients according to the policies and guidelines of the Center.
7. In scans, identify all markers of a viable pregnancy (i.e. heartbeat, crown rump length and gestational sac).

Work Context:

Body Positioning

1. Requires sitting
2. Requires standing
3. Requires using hands to handle, control, or feel objects, tools or controls
4. Requires repetitive movement

5. Requires bending or twisting

Communication
1. Requires contact with others (face-to-face, by telephone, or otherwise)
2. Requires face-to-face discussions with individuals or teams
3. Requires telephone conversations
4. Requires use of electronic mail

Conflict
1. Requires dealing with unpleasant, angry, or discourteous people

Job Hazards
1. Includes exposure to disease or infections

Level of Challenge
1. Requires being exact or highly accurate
2. Requires repeating the same physical activities or mental activities over and over
3. Freedom to determine tasks, priorities, and goals

Personal Interaction
1. Requires work with external customers or the public
2. Requires work with others in a group or team

Responsibility for Others
1. Includes responsibility for the health and safety of others

Work Setting
1. Requires working indoors in environmentally controlled conditions
2. Job tasks are performed in close physical proximity to other people
3. Requires travel to other First Choice locations as needed, to provide coverage

Tasks:

1. Observe screen during scan to ensure that image produced is satisfactory for diagnostic purposes, making adjustments to equipment as required.
2. Observe and care for patients throughout examinations to ensure their safety and comfort.
3. Provide sonogram and written summary of technical findings to physician for use in medical diagnosis.
4. Select appropriate equipment settings and adjust patient positions to obtain the best sites and angles.
5. Prepare patient for exam by explaining procedure, transferring patient to ultrasound table, applying gel, and positioning patient properly.
6. Obtain and record accurate patient history.
7. Clean, check, and maintain sonographic equipment, submitting maintenance requests or performing minor repairs as necessary.
8. Perform clerical duties, such as scheduling exams or special procedures, keeping records, or archiving computerized images.
9. Perform legal and ethical duties, including preparing safety or accident reports, obtaining written consent from patient to perform invasive procedures, or reporting symptoms of abuse or neglect.

Paperwork:

1. To record all client contact in client files and eKyros software.
2. To keep current on statistics and information relating to ultrasound techniques, pregnancy, abortion, sexual health and adoption through in-services; magazines; journals; and newspaper articles.
3. To keep current on the information in the First Choice Women's Resource Centers referral book.

I have read and understood the responsibilities expected in the above job description.

Employee Signature: _____ Date: _____