

*Alternatives is a pro-life, Christian, non-profit organization.
Our Mission is to promote the value of human life by serving the unborn
and their families with the love of Jesus Christ.*

Job Title: Clinic Quality Assurance Director
Reports To: Executive Director
Full Time | Salary

Job Summary: The Clinical Quality Assurance Director will be an experienced and state-licensed RN who will lead the development, implementation, and ongoing operation of all Alternatives medical programs. Working under the direction of the Executive Director, this role will develop strategic plans and ensure the implementation, delegating through the on-site Nurse Managers.

Key Responsibilities

1. Leadership and Operations

- a. Provide oversight for the development and implementation of policies and procedures.
- b. Work in consultation with the Medical Advisory Committee, ensuring that committee guidance is incorporated and that all necessary updates are communicated promptly to the appropriate parties.
- c. Oversee operations of STI clinic, pregnancy testing, medical staff, and ultrasound outreach.
- d. Regular communication with the Medical Director regarding initiatives and problem resolution.
- e. Gather and compile monthly reports for the Executive Director and Board of Directors.
- f. Work in conjunction with Center Directors to provide growth opportunities and insight for Quarterly meetings for Nurse Managers.

2. Staff and Volunteer

- a. Ensure all medical staff licenses are up to date and included in employee files annually.
- b. Annual audit of volunteer files for medical licensing.
- c. Ensure Nurse Managers provide yearly reviews of all volunteer advisors and nurses.
- d. Review all sonographers and physicians.
- e. Bi-monthly visits with Nurse Managers to ensure the clinic is operating properly.
- f. Provide training and guidance to Nurse Managers to equip them to train clinic volunteers effectively, assist with volunteer training, and provide client interventions as needed.
- g. Collaborate with Center Directors to plan and present medical in-service trainings.

3. Client Services

- a. Oversee the development and implementation of client service paperwork, policies, and procedures for the medical clinic, ensuring they align with the best practices of the State of Michigan and Alternatives. This includes services related to ultrasound, STI testing, and pregnancy testing, in collaboration with the Medical Advisory Committee and the Executive Director.
- b. Ensure Alternatives clinics are following all NIFLA (legal support) and Ekyros (Client tracking) best practices and are current on all recommendations.
- c. Ensure that each program is functioning in line with the mission and vision of the Alternatives.
- d. Yearly review of Clinic Policies and Procedures and Ultrasound and STI policies and procedures, consulting with Executive Director, Medical Director, and Medical Advisory Committee.

4. Community Partnerships

- a. Focus on establishing community connections for development within the medical community to strengthen relationships and build collaboration around shared goals.
- b. Work with the Center Director to communicate significant community connections for the Nurse Manager.

Qualifications and Skills

1. **Spiritual Maturity:** A committed Christian who agrees with the center's statement of faith and is dedicated to the pro-life position. A member or regular attender at a Bible-based church, willing to share faith as discerned
2. **Experience:** On-the-job nursing experience in clinical and administration. Previous experience with a Christian non-profit organization is a plus
3. **Education:** Experienced RN in good standing and currently licensed in the state of Michigan. Knowledge regarding sexually transmitted infections, fetal development, and pregnancy
4. **Leadership:** Experienced in team management
5. **Personal:** Strong interpersonal skills, organized, self-motivated, teachable, able to work without direct supervision. In alignment with our Staff Character Agreement.

Compensation and Working Conditions

1. Full Time
2. Vacation and holiday benefits (depend on the employment package)
3. Sick Pay
4. Travel and mileage reimbursement
5. Two spiritual renewal days a year