

*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:** Nurse Manager

**Reports to:** Local Center Director

**Full time |** Hourly, 36+ a week

**Job Summary:** The Nurse Manager reports to the local Center Director, providing daily oversight of clinic operations while collaborating with the Clinic Quality Assurance Director to lead and support the clinic's medical programs. This role requires strong organizational skills, leadership ability, and compassionate communication with staff, volunteers, and clients.

## **Key Responsibilities**

### **1. Clinic Services and Client Care**

- a. Direct oversight of the local clinic programs, including:
  - Pregnancy Clinic program
  - STI Clinic program
  - Ultrasound program
- b. Ensure each clinical program is functioning in line with the mission and vision of Alternatives 501©3 Non-profit Group
- c. Collaborate with the Clinic Quality Assurance Director for clinical improvements
- d. Serve as liaison to the central office and local medical providers
- e. Maintain annual updates of the Material Safety Data Sheet (MSDS) binder
- f. Oversee client services, data entry, and pregnancy packet content
- g. Ensure client follow-up in accordance with Clinic Standards.
- h. Provide nursing care for medical services, including ultrasound and STI screening
- i. Assist in recruiting physicians, nurses, and sonographers for the clinic
- j. Have a clear understanding and implementation of policies and procedures

### **2. Volunteer Management**

- a. **Culture Building:** Cultivate a local volunteer team culture that reflects and upholds our Character Agreement through shared values and behaviors. Lead clinic devotionals and prayer.
- b. **Leadership:** Interview and onboard clinic advisors and volunteers, maintaining accurate evaluation and up-to-date personnel records; oversee the Clothing Room coordinator and volunteers in collaboration with the Center Director.
- c. **In Service and Appreciation:** Work with local and central staff to plan annual volunteer appreciation and retreats for all clinic volunteers. Assist in preparing quarterly volunteer in-service trainings for local clinic teams.

### 3. **Administratives Duties**

- a. Manage inventory of supplies and equipment, and order all needed medical supplies
- b. Compile a monthly report for the Center Director and Clinic Quality Assurance Director
- c. Maintain a positive public relations image by representing the clinic and its philosophy in the community and by attending conferences, workshops, and seminars as directed.
- d. Develop, plan, and evaluate personal and organizational goals in conjunction with the Center Director and Clinic Quality Assurance Director
- e. Monthly communication for the volunteer workforce, and regular updates in the community

### **Medical Requirements**

1. Registered Nurse with good standing and reputation in the medical community
2. Current license in the state of Michigan
3. On-the-job experience in clinical nursing and administration
4. Knowledgeable regarding sexually transmitted infections, fetal development, and pregnancy
5. Understand the importance of and can function within HIPAA regulations

### **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:** Previous leadership in a Christian non-profit preferred, or a related field
3. **Leadership:** Strengths in administration, people management, organization, self-motivation, and strong interpersonal skills (includes teachable and good listening skills)
4. **Communication:** Public speaking, interpersonal, and written communication skills.
5. **Technical Skills:** Working knowledge of MS Office Suite and database management.
6. **Personal:** In alignment with our Staff Character Agreement.

### **Compensation and Working Conditions**

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