

**Amnion Pregnancy Center
Assistant Nurse Manager
Job Description**

Objectives of the Position:

The Assistant Nurse Manager (ANM) assists the Medical Services Manager (MSM) in the responsibility for the day-to-day and ongoing medical services operations of Amnion Pregnancy Center (APC). The ANM shares in responsibility for the development and implementation of medical services programs and appointments in order to meet the needs of women, men, and families who face an unplanned pregnancy, and issues related to it.

Reports To: Medical Services Manager
Employee Status: Part-time (20-24 hours/week), Non-exempt

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit a strong commitment and dedication to the pro-life position and to sexual purity.
3. Agree with and uphold the Statement of Faith, Statement of Principles and Policies, and Procedures of Amnion.
4. Maintain current Minnesota RN nursing license. Maintain ongoing CPR certification.
5. Have several years of clinical nursing experience; OB/GYN experience would be beneficial
6. Ideally, have a minimum of one year experience in a pregnancy center.
7. Exhibit strong administrative, medical professional and communication skills.

Major Responsibilities:

1. Perform nursing role during patient appointments, which includes a limited OB ultrasound exam. (Amnion will provide the didactic and hands-on training for this skill.)
2. Adhere to Amnion's Medical Policies and Procedures.
3. Communicate with MSM regarding current and changing policies, addressing any questions that may arise with staff and patients.
4. Demonstrate a thorough knowledge of medical liability issues.
5. Assist with oversight/audit of all patient records for medical accuracy.
6. Assist with oversight and maintenance of APR (Abortion Pill Rescue) Program at Amnion.
7. Assist with oversight and capture of statistics and metrics for tracking patient appointments.
8. Provide annual OSHA training for all staff and volunteers.
9. Oversee ordering of medical supplies.
10. Ensure that all medical equipment is operating properly and well-maintained.
11. Perform nursing and sonography role as necessary.
12. Assist with oversight of prenatal education program.

Administration:

1. Assist with oversight of Medical Services materials and forms.
2. Assist with oversight of patient appts, call logs, and follow-up appointments for medical accuracy.
3. Assist with oversight regarding faxing of patient medical information.

Other Responsibilities:

1. Attend staff meetings as required.
2. Assist at fundraising events.

3. Attend community functions as requested by Executive Director.

To request an application, contact Executive Director, Mark Opseth, at director@amniopc.org.