



JOB DESCRIPTION

TITLE	STAFF NURSE
DIVISION	PATIENT SERVICES
REPORTS TO	CLINICAL SERVICES DIRECTOR
CLASSIFICATION	Employee -Part-Time 14-28 hours/week

JOB PURPOSE

As an ambassador of Jesus Christ, the Staff Nurse advances the mission of the Community Pregnancy Center by delivering compassionate, high-quality care while ensuring excellence in program implementation, documentation, and team support. This role integrates direct patient care, administrative responsibility, and collaboration to maintain effective services. Working closely with the Clinical Director, Patient Services Director, and the Patient Engagement Coordinator, the Staff Nurse ensures compliance with the Spera Vita Focus Method 15-step process. The Clinic Nurse must hold current licensure in good standing with the State of Alaska.

JOB RESPONSIBILITIES

PROGRAM RESPONSIBILITIES

1. Provide direct patient care with compassion, professionalism, and respect. Providing clinical services within professional scope, including pregnancy consultations, limited obstetrical ultrasounds, STI/STD education, APR protocol and referrals.
2. Answer phones, schedule appointments, and support patient intake processes, when needed.
3. Assist with medical equipment operation, maintenance, and monitor supply inventory.
4. Document all client interactions, maintain charts.
5. Follow protocols for emergency situations, unusual ultrasound findings, and positive STI results.
6. Conduct patient follow-up as needed per protocols.
7. Collaborate with leadership to improve scripts and materials used in the Spera Vita Focus Method (15-step process) as requested.
8. Review and audit appointment documentation in Genesis on at least a weekly basis and completing assigned record sign offs.
9. Communicate missing documentation or errors to the appropriate Director.
10. Complete assigned monthly reporting responsibilities.

PERSONNEL RESPONSIBILITIES

1. Support training of staff and volunteers as requested.

FISCAL RESPONSIBILITIES

1. Contribute to documentation processes that support grant requirements and organizational accountability.
2. Support accurate data tracking and reporting that informs funding and program effectiveness.

COMMUNITY RESPONSIBILITIES

1. Assist in promoting the organization in the community, including outreach to schools, and universities.
2. Cultivate relationships with social service agencies and ministry partners to strengthen referral networks and as directed.
3. Participate in ministry fundraising, outreach, and public awareness events.

OTHER RESPONSIBILITIES

1. Provide patient stories and testimonies (appropriately and confidentially) to highlight the impact of services.
2. Participate in the development of new medical services and topics in consultation with the Leadership Team.
3. Perform other duties as assigned by the Clinical Services Director.

QUALIFICATIONS

1. A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Strong commitment and dedication to the pro-life position and sexual purity.
3. Agreement with and willingness to uphold the organization's Statement of Faith, Statement of Principle, and policies.
4. Current State of Alaska licensure in good standing and adherence to all applicable statutes and licensing board requirements.
5. Certification (or ability to obtain within an agreed timeframe) in limited OB ultrasound, coordinated through the organization.
6. Knowledge of pregnancy, abortion, and related health issues.
7. Strong computer literacy or demonstrated ability to learn new systems.
8. Excellent interpersonal communication, problem-solving, administration, writing, and public relations skills. Attention to accuracy and detail is a must.
9. Ability to carry out responsibilities with little or no supervision.
10. Commitment to and ability to follow strict confidentiality guidelines.

CERTIFICATION

The Staff Nurse performs other duties as assigned for the benefit of CPC and its mission. This job description is not designed to cover or contain a comprehensive listing all activities, duties and responsibilities that are required for the employee. The Employee's signature below indicates that the employee has reviewed and received a copy of this job description.

Employee Signature _____ Date _____

Employer Signature _____ Date _____

