



Job Title: Assistant Medical Manager (GRAND HAVEN)

Reports Directly To: Center Director and consults with Nurse Manager for medical protocol

Primary Objectives: The Assistant Medical Manager is responsible to provide quality client care, medical services, and assist with volunteer management, in addition to assisting the Leadership Team in providing excellent medical care, bringing awareness, promoting client activity, displaying a positive presence in the community, fostering community relationships, and raising funds.

Key Responsibilities:

- Make prayer an integral part of the day-to-day operation.
- **Center Management**
 - Lead prayer time at the beginning of each shift, when Center Director is not available.
 - Oversee the pregnancy center when the Center Director is not in the office.
 - Answer phones and counsel with clients when volunteers are not available.
 - Assist in recruiting, selecting, and interviewing possible volunteers for the ministry, as directed by Center Director).
 - Help to ensure the quality of all client service activities.
 - Conduct and supervise the orientation of new medical volunteers in the center.
 - Assist in volunteer in-service trainings and be present at trainings.
 - Assist in the development and maintenance of monthly schedule for client advocates.
 - Serve as a resource person and minister to the needs of volunteers.
 - Assist Center Director to facilitate yearly evaluations of volunteers, as directed by Center Director.
 - Assist Center Director with statistical information, including data entry.
 - Complete specific duties as assigned by the Center Director.
- **Positive Options Duties**
 - Assist Sonographer and/or Nurse Manager to maintain accurate client medical records.
 - Provide education for client and family to develop an understanding of their health.
 - Perform pregnancy tests.
 - Assist in client follow-up care as per Policies and Procedures and/or as requested by Center Director.
 - Be available as needed to meet with clients and answer incoming phone calls.
 - Assure that clients feel welcome upon arrival for medical services.
 - Reinforce the humanity of the unborn child with each client.
 - Assist with infection control regulation and safety procedures in conjunction with Nurse Manager.
 - Assist in inventory control of medical supplies and stocking supplies.
 - Report any signs that medical equipment is improperly operated or maintained.
 - Keep Sonographer and/or Nurse Manager updated on medical needs or changes.
 - Interact with the Center Director to relate client problems and goal setting.
- **Staff Development Duties**
 - Assist in recruiting qualified medical team volunteers to meet the needs of the center, in conjunction with the Center Director and Nurse Manager.
 - Attend and contribute to events as requested by Center Director.
 - Attend and contribute to all staff meetings.
 - Attend medical team conferences and discussions as needed in evaluating our center services, policies, procedures, and protocols.
 - Meet with the Nurse Manager and all medical staff and volunteers at least annually.
- **Personal Development**
 - Maintain a professional Licensed Practical Nurse (LPN), or greater, license.
 - Attend medical conferences for professional training and information pertinent to the LPC ministry, upon request.
 - Increase knowledge of obstetrical and gynecological care and women's health issues.

- Stay current on issues such as abortion/post abortion stress, adoption, abstinence, birth control, and STIs.
- Monitor daily flow, procedures, and medical services along with Nurse Manager and Center Director.
- Keep current CPR certification.
- Complete LPC client advocate training within 6 months of hire.
- **Promotional/Fund Raising**
 - Assist Center Director in all fundraising, speaking or promotional events as needed.
 - Attend and contribute to staff meetings and special events.
 - Assist in planning and hosting of Volunteer Appreciation events.
 - Lead tours of the pregnancy center.

Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Maintain and promote a lifestyle of sexual purity.
- Exhibit a strong commitment and dedication to the sanctity of all human life.
- Agree with and be willing to uphold the Statement of Faith, Statement of Principles, Mission Statement, and policies of Lakeshore Pregnancy Center.
- Be in consistent fellowship at a local church.
- Hold a Licensed Practical Nurse (LPN), or greater, license.
- Skilled in interpersonal communication, some public speaking ability, and problem solving skills.
- Possess a thorough understanding of pregnancy care center ministry and administration, having experience in client counseling, follow-up, and support
- Possess a good knowledge of human reproduction and conception, fetal development, abortion techniques, methods and after affects, and the ability to effectively articulate these areas with a variety of audiences
- Proficiency in computer skills, with ability to utilize Word, search engines, etc.
- Possess the ability to manage several tasks at the same time.
- Ability to establish and maintain cooperative working relationships
- Ability to carry out responsibilities with little or no supervision.

Training:

- Attend Pregnancy Center Volunteer Training (once).
- Attend conferences, seminars and workshops as agreed upon by Executive Director.

Physical Demands:

- Ability to frequently use a computer and telephone.
- Ability to physically navigate both in and out of the office.
- Ability to drive and travel.

Employment Status (Check One):

- Full-Time Salaried-Exempt – 32 hours or more per week
- Part-Time Salaried-Exempt – less than 32 hours per week
- Full-Time Non Exempt – 32 hours or more per week
- Part-Time Non Exempt – less than 32 hours per week
- Part-Time Non Exempt – 24 or more, but less than 32 hours per week
- Part-Time Non Exempt – less than 24 hours per week

I acknowledge that I have received a copy of this job description.

Signature _____

Name (Printed) _____ Date ____/____/____