



ELIZABETH'S NEW LIFE CENTER

Mission: Empower individuals and families to make healthy life choices respecting the value of each person created by God.

Vision: By the grace of God, we humbly labor in the culture of life where marriages are enriched, children are nurtured, chastity is the norm and abortion unthinkable.

Job Description

Ultrasound and Consultant Staff Nurse - float

Full Position Title: Ultrasound and Consultant Staff Nurse - Lebanon

Job Status: Non-Exempt, Part time, 18-24 hours per week.

Department: Women's Center

Reports to: Clinic Director

Supervises: None

This position's overall responsibility is to provide limited obstetrical ultrasound scans for clients of the Women's Centers as per written policy and procedures. The staff nurse is also responsible for providing pregnancy verification and consultation services to women encountering crisis pregnancy situations. This position may require floating to various centers of ENLC.

Primary Duties

Essential Functions:

Client Services

- Perform client pregnancy tests and sign positive pregnancy test verification forms.
- Perform limited obstetrical ultrasound (US) scans, predominantly at various Women's Centers as needed.
- Interact regularly with the Women's Center staff, to include volunteers, to coordinate smooth functioning of client referrals for US.
- Follow up with each US patient seen to encourage client to obtain prenatal care or other care as directed by physician.
- Provide consultation services to clients in the Women's Center.
- Provide health education to individual clients as appropriate.
- Work under guidance of Nurse Manager to ensure Elizabeth's New Life Center is in compliance with all OSHA and other standards, laws, and requirements that are applicable to our clinics.
- Assist in the training of new ultrasound volunteers and staff on the use of the ultrasound equipment.

Secondary Functions:

- Other duties pertaining to the mission of the organization as assigned by the Executive Director.

Job Requirements

Experience, Education and Licensure

Current license in good standing as a Registered Nurse or LPN in the state of Ohio. OB and Ultrasound experience preferred. Demonstrated knowledge of HIPAA, ACOG, and OSHA standards. Strong documentation skills.

Language Skills

Highly developed interpersonal skills; ability to meet people with ease; ability to communicate the written and spoken work with tact and diplomacy; good organizational skills, well disciplined, able to meet deadlines, self starter, able to work under pressure; ability to work well effectively with others. Ability to read, analyze, medical reports, and legal documents. Ability to use computer and associated software with little or no assistance. Must be proficient in Microsoft Office Suite.

Work Environment and Physical Demands

It is an essential requirement to be physically present at the work site. The noise level in the work environment is low – moderate. While fulfilling the responsibilities of this position, the employee is required to sit, stand and/or walk, manipulate buttons and probes on an ultrasound machine. Specific vision abilities required by the position include close vision, color vision, peripheral vision and ability to adjust focus. Able to operate a motor vehicle.

Other

Driving to and from various locations is required. Must hold current automobile insurance and be insurable under ENLC’s third party drivers insurance. Mileage may be reimbursed by ENLC. Occasional nights and weekends may be required. Maintain professional expertise by participating in appropriate educational conferences and programs to develop and maintain professional knowledge and skills.

ENLC Expectations

- Adhere to ENLC Policy and Procedures
- Demonstrate flexible and efficient time management and ability to prioritize workload
- Carry out the policies and procedures of Elizabeth's New Life Center Medical Clinics (as established by the Medical Director in conjunction with the Medical Committee)
- Demonstrate a warm and approachable personality who is able to understand and work with all kinds of people to achieve successful outcomes.
- Strong personal motivation, initiative, sense of responsibility.
- Excellent knowledge of computers and willingness to learn new skills as needed.
- A servant’s attitude with the ability to understand how all tasks impact Elizabeth's New Life Center’s ministry of supporting life.
- A strong team player willing to both make difficult decisions and submit to authority.
- Willingness to support Elizabeth’s New Life Center’s mission and vision as defined by Elizabeth's New Life Center.

I have received and read this job description and understand that it does not limit my employer’s ability to require additional tasks of me. I understand this supersedes previous documents and statements. I also agree that I will carry out my job as outlined above, and if I have a question concerning work expectations, I will check with my supervisor.

Employee’s Signature:

Date: