



Gateway Women's Care Nurse Manager

Gateway Women's Care is seeking suitable applicants for the position of Nurse Manager. This can be either a part time position for a minimum of 24 hours per week or a full time position.

Description

The primary responsibility of the Nurse Manager is to oversee all medical services at Gateway Women's Care's three pregnancy and sexual health resource centers. The Nurse Manager reviews and maintains the Medical Operations Policies and Procedures and oversees relevant compliance guidelines, medical licenses and best practices. The Nurse Manager provides nursing and educational services to clients, audits client charts and works with other center staff to improve the client service experience. The Nurse Manager also acts as a client advocate, reports directly to the Executive Director, and manages medical client services in cooperation with the Senior Director of Client Services.

Skills/Qualifications

The Nurse Manager will:

- possess a RN BSN unencumbered, multi-state license
- Prefer a minimum of 10 years' experience
- prior management experience preferred
- be BLS certified
- become trained in limited obstetric ultrasound in compliance with AWHON (training provided)
- possess knowledge of HIPAA and OSHA requirements and regulations
- demonstrate excellent communication skills, a team oriented disposition and the ability to create a safe and effective working environment for staff and clients
- demonstrate good judgement, nursing skills, Microsoft Office and entry-level data base (CRM) competency along with the capacity to manage time and work effectively in a pregnancy center setting
- possess the ability to collaborate with physicians and multi-disciplinary professionals

Salary and Benefits

Gateway Women's Care salaries are competitive with convenient work hours – no nights or overtime –and come with 401k Retirement Benefits and a generous holiday schedule. Fulltime Staff receive additional benefits: generous vacation, holiday and PTO schedules; a 401k Retirement Benefit and Health Care Benefit.

Please direct inquiries, resumes and Employment Application forms by email support@gatewaywomens.care or call the Administrative office at 919.873.2440



Major Responsibilities

Management:

1. Maintain, and annually review and update, the Medical Policies and Procedures in the Operations Manual with approval of Medical Director and Executive Director
2. Implement medical best practices according to Operations Manual medical policies and procedures
3. Ensure compliance with infection control guidelines
4. Ensure that current licenses are on file for center medical personnel - staff and volunteers
5. Ensure medical equipment is operating/functioning as it should
6. Audit client charts per policies and procedures
7. Meet regularly with the Executive Team for planning and evaluation of procedures
8. Oversee, direct, supervise and evaluate medical professional personnel
9. Oversee medical services in all centers

Nursing Care:

1. Provide medical services in the center
2. Perform limited obstetrical ultrasounds on clients – training provided
3. Act as Client Advocate when needed – training provided
4. Provide nursing care, assess client needs and make nursing judgments reflecting safe nursing practices
5. Provide education for client/family to develop understanding of health conditions related to pregnancy
6. Handle medical questions from callers and clients

Staff Development:

1. Oversee training and orientation of medical team volunteers and staff
2. Organize and participate in training and in-service meetings for volunteers and medical staff
3. Conduct medical team discussions to evaluate the center services, policies and procedures

Public Relations:

1. Represent Gateway Women's Care in the community, as needed
2. Attend medical conferences, which offer professional training and information pertinent to Gateway Women's Care practices and operations

Personal Development:

1. Maintain professional license and participate in ongoing trainings and continuing education
2. Increase knowledge of management, obstetrical and gynecological care and women's health issues.
3. Maintain a working knowledge of nursing methods, principles, and practices in relation to the prevention and treatment of diseases, safety and infection control.

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