



## Fort Worth Pregnancy Center Job Description – Part Time Nurse

**Date:** January 2024  
**Position:** Nurse  
**Division:** Medical

**Supervisor:** Nuse Manager  
**Category:** Hourly, Part-time

---

### **DESCRIPTION:**

The Nurse, under the license and direction of the Nurse Manager, consults with clients to discuss medical questions/concerns, administers pregnancy tests and issues medical referrals as necessary. The ideal candidate will be a strong servant leader, a self-starter, and highly organized, with excellent communication skills. Candidate must be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord. Must exhibit a strong commitment to the pro-life position and sexual purity. Must agree with and be willing to uphold the Statement of Faith and policies of the Center.

### **REQUIREMENTS AND QUALIFICATIONS:**

- Current license in good standing with the Texas Board of Nursing /Compact license.
- Three years of clinical experience, OB/GYN preferred but not required.
- Current BLS certification
- Proficient in MS Office, electronic medical record platforms, computers, and other technology.

### **CLIENT CARE:**

#### **General Nursing**

- Maintain working knowledge of nursing methods, principles, and practices in relation to the prevention and treatment of disease, emergency procedures, safety and infection control, clinical systems supplies, and equipment.
- Provide nursing assessments and judgments that reflect safe nursing practices.
- Communicate with clients as needed to discuss medical questions/concerns.
- Issue medical referrals as necessary and follow up with medically/ABM at-risk clients.
- Visit with each client to answer any questions during first meeting or sonogram.

#### **Pregnancy Test & Ultrasound Clients (Medical testing)**

- Administer medical tests and document appropriately.
- Render sonogram reports to clients timely and efficiently.
- Review all client medical records for completion and accuracy.
- Coordinate personnel coverage with the Nurse Manager.

#### **Spiritual Care of Clients**

- Provide spiritual care and support of willing clients according to FWPC protocols.

### **CENTER OPERATIONS:**

- Ensure the proper use, care, and maintenance of medical equipment.
- Inventory and order medical-related supplies as needed.

**PUBLIC RELATIONS:**

- Represent the FWPC in the community to increase clientele, recruit volunteers, encourage physician involvement, establish community partners, and promote financial support.
- Build relationships with key persons in schools, churches, other PRCs, and non-profit and medical organizations to increase community awareness and acquire client resource information.

**EMERGENCIES:**

- Emergency calls – refer caller to seek emergent care from an ER, her own OB, or 911.
- Medical emergency on-site- provide emergent care until EMS arrives, Call 911, or delegate appropriate staff. Notify the CEO and/or Nurse Manager. Document incident report.
- Obtain permission from clients to follow up with them and document communications.
- Help develop and educate staff/ volunteers on emergency policies and procedures.

**PROFESSIONAL DEVELOPMENT AND CAREER CARE:**

- Comply with state and professional licensing requirements. (CEUs etc.)
- Maintain BLS certification and Licensing renewals.
- Attend FWPC professional development, education days, and trainings.
- Participate in Area PRC Nurse Manager meetings and educate staff on information and ideas obtained from area meetings.
- Participate in conferences and professional training pertinent to medical services.

**CARE OF THE MINISTRY:**

- Protection of the ministry through unity, servant leadership, and prayerful care of one another; staff, and volunteers.