



Pregnancy Aid Clinic *Pregnancy Aid Clinic (PAC) is a faith-based non-profit medical clinic providing pregnancy and parenting support and advocacy for vulnerable women and families. Services include pregnancy tests, ultrasound exams, STI testing, client advocacy, fertility awareness education, parenting and life skills classes, baby and maternity supplies, social service wrap-around support, and a post abortion spiritual healing program. PAC operates three clinics in Roswell, Forest Park and downtown Atlanta.*

Mission Statement: *Operating from the Catholic belief in the sanctity of life, PAC compassionately delivers services and programs created to lift up women, men and families during moments of uncertainty or grief, through a journey designed to reveal their own dignity and claim their own future.*

Position: Registered Staff Nurse/Sonographer

Classification: Part-Time, Non-Exempt

Reports to: Senior Nurse Manager

Employee Type: Hourly

Summary/Objective:

The Registered Staff Nurse/Sonographer provides direct medical services and client care in accordance with PAC's policies and procedures and maintains a professional, orderly, efficient, caring, and welcoming environment for clients in the clinic setting. The Nurse/Sonographer will provide medical services including pregnancy tests, limited OB ultrasound exams, limited STI testing and treatment, and medical education including prenatal, postnatal, sexual health and fertility awareness education, as well as abortion education as guided by vetted resources. Clients may share confidential information on past traumas including sexual assault, previous abortions, or domestic abuse which must be handled in a professional, caring manner.

Essential Functions

- Maintain confidentiality and abide by HIPAA guidelines.
- Conduct intake and assess the client's needs. Make sound medical judgments that reflect safe practices.
- Maintain a safe and clean working environment by complying with procedures, rules and regulations.
- Protect clients and employees by adhering to infection control policies and protocols.
- Maintain accurate and thorough client records and logbooks.
- Keep track of supplies and notify the manager when something is low in stock.
- Observe safety and security procedures. Report potentially unsafe conditions. Use materials and equipment properly.
- Conduct specified laboratory tests.
- Administer pregnancy tests, provide client with results, give patients prenatal vitamins with administration instructions, assess ultrasound needs, and schedule accordingly.

- Administer STI testing according to policies, procedures, and CDC guidelines and treat according to standing medical orders.
- Upon certification, conduct limited obstetric ultrasounds based on the direction of the Senior Nurse Manager's standing orders and on AWHONN (Association of Women's Health, Obstetric and Neonatal Nurses) guidelines.
- Prioritize and plan work accordingly; complete assignments and responsibilities in a timely manner.
- Adhere to work schedule arriving on time; participate in assigned committees; participate in staff meetings and PAC's outside activities e.g., gala, community baby shower.
- Develop client relationships, mentoring as needed; follow-up with clients.
- Obtain CME's that pertain to professional training and information pertinent to the clinic's practices to meet Georgia Nursing License Board requirements.
- Read and implement the medical policies and procedures manual and all PAC policies and procedures.
- Provide holistic care to clients relating to their physical and emotional health.

Competencies:

- Passionate about and expresses full agreement with PAC's mission and purpose.
- Complies with the highest standards of ethics and responsibility pertaining to client confidentiality, client care, medical and clinical policy compliance.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments, and actively participate in team-based projects.
- Keep mission-critical processes running smoothly, investigating and troubleshooting, resolving data issues, creating new and innovative ways of working.
- Proficient in Microsoft Office Suite applications and ability to learn and manage department-specific software.
- Excellent time management and leadership skills.
- Proven ability to work effectively in a team environment.
- Excellent verbal and written communication skills.
- Strong organizational skills, accuracy, attention to detail, critical thinking skills.
- Ability to organize time and manage diverse activities to meet deadlines, while maintaining a commitment to excellence.
- Capacity to learn new skills and process information, specifically corresponding to training required for OB ultrasound certification.
- Ability to empathize with people in difficult situations, providing non-judgmental care and support.
- Problem-solving skills including the ability to think outside-the-box to find solutions to challenges.
- Physical stamina required to stand for the majority of an 8-hour day and assist pregnant women on and off the exam table as needed.

Certifications Required:

- Must have and maintain current certification and unencumbered license to serve as a Registered Nurse in Georgia.
- Must have and maintain CPR certification.
- Current Driver's License.

Apply: Send cover letter and resume to Cynthia Granger at cgranger@pregnancyaidclinic.org.

RN/Sonographer

Date

Senior Nurse Manager

Date

Executive Director

Date