



## POSITION ANNOUNCEMENT

**Align Life Ministries** is an evangelical, life-affirming ministry that operates in Lancaster and Lebanon counties.

### NURSE MANAGER

Align Life Ministries is seeking a Nurse Manager to oversee the provision of patient care and medical services operations and perform patient care throughout Lancaster and Lebanon counties, under the license and direction of the Medical Director.

This position requires a mature individual with strong interpersonal skills and a desire to compassionately share the gospel of Jesus Christ and reach out to abortion-minded women. The candidate must have a current registered nursing license in the state of Pennsylvania and be open to obtaining and maintaining additional certifications as requested by the ministry. Additional training and certifications will be provided and paid for by the ministry. Candidate must be computer literate. Pregnancy center experience preferred. Forty hours per week, including regularly scheduled evenings; travel to all of our locations; occasional speaking engagements. Compensation is in line with a local non-profit organization of similar size.

All applicants must be in agreement with Align's Statements on Ministry Purpose; Vision; Mission; Faith; Sacredness of Human Life; Biblical Authority; and Marriage, Gender, and Sexuality.

**If interested, send a resumé and cover letter as soon as possible to:** Align Life Ministries, P.O. Box 707, Lebanon, PA 17042-0707, Attn: Mary Anna Wingenroth or [mwingenroth@AlignLifeMinistries.org](mailto:mwingenroth@AlignLifeMinistries.org).



**Job Description**  
**Align Life Ministries**  
**NURSE MANAGER**

Revised March 2024

**Objectives of the Position:** The Nurse Manager oversees the provision of patient care and medical services operations and performs patient care, under the license and direction of the Medical Director.

**Reports to:** Director of Client Services, Medical and Lab Directors

**Works collaboratively with:** Vice President of Strategic Partnerships and Prayer, Director of Client Services, Pregnancy Services Directors

**Supervises:** All nursing personnel

**Qualifications:**

1. Be a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit a strong commitment and dedication to sharing the gospel with others, the pro-life position, and stewarding sexuality with integrity.
3. Be able to participate and thrive in a culture where alignment with the God of the Bible, relational community, and discerning prayer is woven into all aspects of the ministry.
4. Hold a consistent life-affirming position and thus would never refer or advise a woman to have an abortion.
5. Have a sincere desire to reach out to abortion-vulnerable and abortion-minded women and their significant others.
6. Exhibit strong interpersonal, spiritual, and administrative skills, takes initiative, and is flexible.
7. Skilled with current technology and able to learn new skills. Has the capacity to obtain education, training, and documentation of competency to perform a limited obstetric ultrasound which for nurses shall include didactic and clinical training per AWHONN guidelines. Completion of NIFLA's limited obstetric ultrasound training is required if not already obtained.
8. Physically able to stand for extended periods, have good eyesight or corrected vision, have steady hands, and good communication skills.
9. Have two years of experience in a pregnancy center (preferred).
10. Demonstrate satisfactory knowledge of human reproduction, pregnancy, abortion, and related health issues.
11. Hold a current Registered Nurse's or advanced Registered Nurse's license in good standing with the state of Pennsylvania's medical board.

**Clearances:** The Nurse Manager must provide successful completion of a Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance, and the FBI fingerprint based criminal background clearance prior to employment.

Have recent medical verification of negative TB exposure through either TB test or chest x-ray, prior to employment.

Perform the following duties in accordance with existing medical policies and procedures under the authority and direction of the Medical Director.

1. Patient Care
  - a. Provide clinical services in accordance with level of expertise and training.
  - b. Thoroughly explain all medical consent forms to patients, and answer questions prior to providing any medical services.
  - c. Document patient care in charts and properly maintain and archive patient medical records.
  - d. Provide patients with health education (pregnancy decision options, STDs/STIs, etc.), referrals for medical care/follow-up, and other pertinent community referrals.
  - e. Review patient records for completeness (all necessary forms present) and signatures.
  - f. Conduct phone follow-up with patients, as indicated.
  - g. Discuss clinical questions, as needed, with the Medical Director.
  - h. Meet with the Medical Director regularly (at least monthly) for ongoing clinical supervision and guidance.
  - i. Provide support to the other medical staff, including chaperoning.
2. Medical Services Operations
  - a. Assure accurate implementation of Medical Director's orders.
  - b. Audit patient records quarterly.
  - c. Maintain staff medical records.
  - d. Provide in-service education to staff, as needed.
  - e. Implement clinic policies and procedures (P&P), including compliance with OSHA, CLIA, privacy practices, and infection control.
  - f. Conduct annual review of P&P and infection control regulations in conjunction with the Medical Director.
  - g. Orient new medical staff to clinic duties and responsibilities and provide ongoing supervision to all medical personnel.
  - h. Conduct annual evaluations of all medical personnel.
  - i. Coordinate medical staff schedules.
  - j. Ensure that medical equipment is properly operated and maintained.
  - k. Conduct regular medical supply inventory and ensure that the clinic is properly stocked.
  - l. Ensure proper disinfection of medical equipment and the exam room.
  - m. In conjunction with the Medical Director, ensure the OSHA orientation of all new personnel, provide annual refreshers, and monitor facility compliance.
3. Emergencies
  - a. Follow guidelines for responding to emergencies and unusual ultrasound findings as specified in the P&P manual.

#### 4. Continuing Education

- a. Maintain active nursing license.
- b. Comply with state and professional continuing education requirements.
- c. Maintain CPR certification.
- d. Obtain and maintain additional certifications as requested (e.g., limited obstetrical ultrasound examinations, childbirth instructor, etc.)

#### 5. Public relations

- a. Represent the ministry in the community as delegated by the Director of Client Services.
- b. Attend medical conferences that offer professional training and information pertinent to the ministry's practices in accordance with conference policy.

#### 6. Other

- a. Uphold the Statements on Ministry Purpose; Vision; Mission; Faith; Sacredness of Human Life; Biblical Authority; Marriage, Gender, and Sexuality; The Gospel of the Kingdom of God document and Core Values; and uphold the policies and procedures of the ministry.
- b. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per Employee Handbook.

The Nurse Manager receives evaluations by the Medical Director regarding medical matters and an evaluation by the executive leader regarding center operational matters.