



Position: Essentials Process Nurse Manager

Center location: Maple Village

Hours: 38-40 hours a week

Hourly Rate: Based upon experience and qualifications

Position Purpose: The Maple Village Manager provides organizational and managerial support to oversee the implementation of the Essentials Process, which includes management of all health and wellness personnel, staff and volunteers. Manager must be a licensed nurse and have the ability to act as a staff nurse and implement nursing responsibilities in the Essential Process for all testing services offered at EPS.

Nature and Scope of Accountability: Hired by the Director of Health and Wellness. Reports to the Director of Health and Wellness; annual evaluation of job performance/satisfaction by Director of Health and Wellness.

Responsibilities:

Nurse Manager for the Maple Village Location:

1. Implements and oversees the Essentials process at the EPS Maple Village center ensuring staff and volunteers follow approved EPS policies and procedures
2. Monitors performance and provides training of Maple Village staff and volunteers
3. Responsible for scheduling staff and collaborating with the Volunteer Integration Manager to schedule volunteers to fulfill all open hours
4. Maintains inventory of medical and office supplies and ordering/purchasing as needed
5. Responsible for management and development of client intake materials, handouts and documents including client folders, client-testing packets
6. Oversees minor day to day business operations at Maple Village in collaboration with the Director of Finance and Business Administration
7. Oversees electronic database entry and statistical reporting for client testing
8. Oversees weekly electronic database Quality Assurance Control Checks
9. Maintains I-Pads by regularly updating and clearing documents that have been uploaded in the client file

10. Collaborates with the Volunteer Integration Manager to train new testing advocates.
11. Collaborates with the Volunteer Integration Manager to schedule volunteers
12. Oversees Reception Specialist at EPS Maple Village Center
13. Attend monthly EPS Staff Meeting
14. Attend bi-monthly Management Team meeting as scheduled by Director of Health and Wellness
15. Conduct monthly Testing Department meetings for Maple Village staff
16. Conduct monthly one-on-one meetings with direct reports
17. Responsible for miscellaneous duties as assigned by Director of Health and Wellness

Client Advocate/ Receptionist Specialist

- a. Provide pregnancy and STI screening services, following approved policies and procedures
- b. Complete required database entry/documentation associated with each service
- c. Schedule appointments for client testing when appropriate
- d. Assist Resource advocates as needed

Staff Nurse

Please see staff nurse job description

Additional Responsibilities

- Provide written performance reviews for direct reports annually
- Maintain client confidentiality at all times

STAFFING/PROFESSIONAL DEVELOPMENT

- Attend monthly one-on-one meeting with Director of Health and Wellness.
- Attend at least 6 monthly nurses meetings annually
- Maintain Current RN/LPN Licensure
- Complete Annual Education provided by EPS
- Maintain current BLS certification
- Complete required Continuing Education for nurses every 2 years to enable license renewal with DHHS

Knowledge/Skills/Abilities: Commitment to the Mission and Core Values of EPS and awareness and willingness to become familiar with the agency services. Effective leadership and organizational skills. Ability to problem solve and perform under high-pressure situations. To provide loving, non-judgmental service and care to abortion vulnerable and minded women. Ability to manage multiple projects at one time. Proficient in Microsoft Office (Word, Excel, Outlook and Publisher). Computer literacy to include PC and iPad. Excellent verbal communication skills to interact with clients in a professional manner in person and on the phone. Attention to detail and follows policies and procedures. Team player and willing to assist with miscellaneous duties as assigned.

Experience/Education:

1. Active Nursing License in the state of Nebraska
2. Current BLS
3. Willing to complete or has completed Limited Obstetric Ultrasound Training and 50-75 required supervised scans. (Approved by Medical Director to perform Limited Obstetric Ultrasound at EPS)
4. Three years of experience in supervisory role preferred.