

Hope Clinic for Women Job Description



Position Title: Part-Time Nurse Practitioner
Position Type: Part time; 12 hours per week
Monday and Wednesdays from 9am-3pm
Additional hours may become available
Reporting to: Medical Manager

Mission

Hope Clinic for Women is a faith-based safe and confidential place equipping women, men and families dealing with: unplanned pregnancies, access to women's healthcare, prevention education, pregnancy loss and postpartum depression. We provide medical care, professional counseling, education classes, case management, mentorship and practical support regardless of age, race, religion or ability to pay.

Vision

Hope Clinic for Women is a Christ centered ministry existing to honor the sanctity of all human life as exemplified by:

- Teenagers and single adults choosing abstinence until marriage
 - Women and men choosing life for their child in the midst of a pregnancy
 - People experiencing God's grace and forgiveness after an abortion
 - The transformation of hearts and lives by discovering the purpose and potential God intended for all His children
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Position Description:

Medical/Client Care

- Providing STD testing and treatment
- Providing Paps and breast education
- Providing Limited Obstetrical Ultrasounds
- Assist psychiatrist with monitoring of patients on psychotropic medications
- Follow up with clients as necessary
- Conduct post surveys, track and submit results
- Respond to emotional needs of clients and coordinate with other staff to provide additional care and support

Management

- Provide supervision and training and review for the NP students and other medical volunteers/interns, as directed by The Medical Services Manager
- Maintain membership with appropriate Nursing/Medical organizations
- Collaborate with Pregnancy Services and Counseling Services, to ensure best use of programs and services

Administration

- Complete flowsheets on all appropriate visit types.

- Complete all charting on the day of service, with minimal exceptions
- In non-client facing time:
 - Stock exam/client rooms
 - Assess medical and lab supplies needed and notify Medical Services Manager of shortages
 - Scan documents and link to client charts
 - Ask the medical manager if there are additional tasks that need to be done

Meetings:

- Meet weekly with Medical Services Manager to coordinate care and receive updates on internal processes and needs
- 2x/month staff meetings on Wednesday mornings
- Attend monthly Medical Services meetings

Qualifications:

- Current Tennessee or Multi-State NP license
- Current Tennessee APN license with prescriptive authority
- Current certification as and FNP, SNM or WHNP
- Current BLS and/or ACLS certification

Preferred Qualifications:

- Experience in non-profit environment
- Bi-lingual Spanish preferred but not required
- PRN availability to cover vacations a plus

This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.