

Hope Clinic for Women Job Description



Position Title:	Medical Manager
Position Type:	Full-time; salaried
	All changes due to vacation/illness/offsite events/etc. should be approved by the Client Programs Sr. Manager and noted on the HCFW Group Calendar.
Work Environment:	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
Reports To:	Client Program Director

Mission

Hope Clinic for Women is a faith-based, safe and confidential place for anyone dealing with life choices regarding past, present and future pregnancies. We provide education, counsel and medical care for anyone regardless of age, race or religion.

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.

Description:

Medical/Client Care (60%)

- Renders client care in accordance with regulatory, certifying, and accreditation standards;
- Provides direct client care; including teaching and education as appropriate;
- Provides back-up coverage for pregnancy tests when needed;
- Provide ultrasounds and early pre-natal education;
- Provide well women exams, STD testing, treatment, Paps, and other related problem visits;
- Collection and documenting of vitals; obtain/document client medical history;
- Refer clients to our counseling program as needed.
- Assist with medical referrals and community resources for clients;
- Must be able to collect specimens for laboratory pickup, interpret results, and update client with results;
- Must be able to phone-in medications to the pharmacy when applicable;
- Maintains stock of all required medical supplies in exam rooms;
- Inventory and order medical/lab supplies as needed.

Management (20%)

- Supervise training, management and review of the staff nurses, nurse practitioners, nursing students and other medical volunteers/interns
- Coordinate medical staff, students, and medical volunteer schedules
- Coordinate with supervising physicians for chart signing, and protocol development and updating.
- Coordinate with fellow Client Program Managers to streamline clients from one area to the next.
- Manage vendor relations with key contractors and review/modify as necessary

Public Relations (10%)

- Build/maintain relationships with local hospitals, colleges, community agencies and doctors; (clients, volunteers and donors)

Administration (10%)

- Ensure all medical staff conduct client post satisfaction surveys, track data and submit results;
- Work with Client Program Senior Manager and CEO to write the medical annual strategic plan and budget;
 - Approve timesheets for Medical staff;
 - Approve and submit Medical bills and receipts in a timely manner;
 - Review monthly medical budget and adhere to budget assigned;
- Report monthly Medical clinical outcomes and explain variances from goals on client committee report.
 - Complete monthly statistics. Be prepared to report at Client Program Committee meetings with CEO and Board Members;
 - Oversee lab fees and details for 'in kind' donations for audit purposes
- Update medical policies and procedures as needed;
 - Assure compliance with OSHA and HIPPA rules for all staff;
 - Communicate and ensure compliance with all HR policies, procedures and updates to Medical staff.
- Collect client stories/testimonials monthly, quarterly, and annually for grants and fundraising events
- Participate and actively engage in weekly and quarterly leadership team discussions, holding this team accountable with trust, healthy conflict, and attention to results.

Required Client Program Services Training and Responsibilities

- All Client Program staff back up other managers to ensure proper coverage for opening/closing, front desk, etc. as needed

Meetings:

- All Staff check-ins 1x week
- Leadership Team meeting 1x week (90 minutes)
- Weekly check ins with CEO
- Attend Quarterly staff retreats
- All full-time staff are required to work a 4-6 hour shift for key agency wide fundraising events. This will either be a mix of set-up/during or clean up. Events include: Gala Dinner and Cider Carols.

Required Qualifications/Skills:

- Current Tennessee or Multi-State FNP, WHN, PA, or Midwife license
- Current Tennessee APN license with prescriptive authority
- Current BLS and/or ACLS certification
- Current OB/GYN sonography certification

AAP/EEO Statement:

Hope Clinic for Women provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or genetics. In addition to federal law requirements, Hope Clinic for Women complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Hope Clinic for Women expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.