

PREGNANCY SERVICE CENTER, INC.

MOBILE UNIT MANAGER

GENERAL DESCRIPTION: The Mobile Unit Manager provides support and care to the clients and maintains professional standards of care, following the ANA Code of Ethics. This person is responsible for the supervision of a variety of medical and administrative functions.

FULL-TIME (40 Hours/Weekly/Salary)

REPORTS TO: Medical Director and Executive Director

SUPERVISES: Mobile Unit Personnel

QUALIFICATIONS:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Active participation in a local Bible teaching church.
3. Demonstrates Godly leadership by maintaining personal, professional, and spiritual health
4. Exhibit strong commitment and dedication to the pro-life position and sexual purity
5. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the center
6. Current active RN licensure in good standing in the state of Kansas
7. Have experience in a helping profession in a position requiring management experience or equivalent
8. Have working knowledge in all Microsoft software: Word, Excel, PowerPoint, Publisher, technology, and social media
9. Exhibit excellent organization and administrative qualities.
10. Excellent people and communication skills a must.
11. Ability to organize, coordinate multiple projects and compile data.
12. Be self-motivated, dependable, and responsible.
13. Sufficiently healed of your own past traumas in life (abuse, molestation, abortion, etc.).*

**Staff who may have client contact and are post-abortive must meet with the coordinator of our Post-Abortive Program and complete the Post Abortion program before being eligible to serve. This information will be kept confidential.*

Essential Functions:

ADMINISTRATION:

1. Assists in developing, reviewing and maintaining policies and procedures.
2. Ensures accurate client record keeping and implementation of Medical Director's orders and advises Medical Director of client care and center medical operations.
3. Schedules, supervises, trains, evaluates and is available to help/aid Mobile Unit staff/support staff
4. Implements Occupational Health Plan and Quality Assurance Plan.
5. Oversees site selection and determination of Mobile Unit schedule at each site.

6. Facilitates scheduling of clients for Mobile Unit to include checking messages, returning calls as needed, making appointments, etc.
7. Inventories RV materials and requests stock.
8. Monitors use of client resources on Mobile Unit and orders/ restocks/ makes copies of resources as needed.
9. Drives RV and trains other drivers as needed.
10. Oversees ongoing maintenance, upkeep, and cleanliness of vehicle to include dumping and gassing up of vehicle.
11. Ensures administration of all medical records including input, charting, and retention.
12. Keeps RV insurance current.
13. Provide monthly and year-end services/program statistical reports as required
14. Assist with research, development & implementation of marketing materials (including website)

MEDICAL SERVICES:

1. Maintains a working knowledge of nursing methods, principles and practices in relations to the prevention and treatment of disease, safety and infection control, clinical systems, supplies, and equipment.
2. Performs medical assessments which include ultrasound.
3. Provides nursing care, assessing client needs and making nursing judgments which reflect safe nursing practices.
4. Reinforces the humanity of the unborn child with the client.
5. Provides client with life-affirming education according to the PSC counseling procedures.
6. Advises a client in prenatal care.
7. Oversees client care and follow-up.

TRAINING:

1. Assist in recruiting, interviewing, selecting and training possible staff/support staff for areas of responsibility
2. Conduct staff/support staff training seminars & in-service training meetings utilizing other staff where needed as set forth in policies & procedures manual
3. Conduct and supervise the orientation of new staff and support staff
4. Attends continuing education courses to maintain current KS nursing license and ultrasound requirements.
5. Annually participates in a medical team conference and discussions in evaluating medical policies, procedures, and protocols.
6. Attends ongoing training related to Mobile Unit as deemed necessary by ICU Mobile.

OTHER DUTIES:

1. Accept assignments not specifically delineated above as requested by the Executive Director and Board.
2. Participate in meetings, trainings, events, and fundraising efforts as requested by Executive Director.
3. Attend staff development workshops and conferences as approved by the Executive Director.
4. Weekly consulting time with the Executive Director.

See Employment Application on Home Page.

UPDATED: 7/14