

Embrace of Wichita, Inc.

Director of Pregnancy Care Services

OBJECTIVES of this position: Director of Pregnancy Care Services provides support and care to the clients and maintains professional standards of care, following the ANA Code of Ethics. This person is responsible for immediate supervision of a wide variety of the medical services' functions; plans and performs direct and indirect nursing interventions, and supervises, organizes, plans, assesses and monitors the medical pregnancy care services provided by Embrace of Wichita, Inc.

QUALIFICATIONS:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Exhibit strong commitment and dedication to the pro-life position and to sexual purity
3. Agree with and be able to uphold the Statement of Faith, Statement of Principle, and policies of the center
4. Hold a current Kansas License (APRN, PA or CNM) and be in good standing with the State Medical Board. Obstetrical nursing experience and experience with ultrasound preferred
5. Possess grace-filled and compassionate interpersonal skills required and the ability to work effectively with a wide range of constituencies in a diverse community
6. Demonstrate critical attention to detail
7. Express a sincere desire to reach out to women, men and families vulnerable to abortion
8. Work effectively as a team with the Embrace Medical Director and Embrace Medical Director Designees to coordinate best practice services for clientele
9. Effectively instruct and facilitate best care practices to volunteers in center pregnancy testing procedure
10. Work independently, following specific instructions in matters pertaining to State Board requirements and Center services while maintaining strict confidentiality
11. Demonstrate sound decision making skills that provide best practice care for client needs

REPORTS TO: Executive Director and Medical Director

INDIRECTLY SUPERVISES: All volunteer medical team members

The Director of Pregnancy Care Service's PRIMARY DUTIES include, but are not limited to the following:

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ADMINISTRATION:

1. Attends staff prayer and meetings as scheduled
2. Develops, maintains, reviews and updates Pregnancy Assessment Program policies and procedures
3. 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
4. Consults regularly with (in person or by electronic communication) the Embrace Medical Director
5. Organizes monthly rotation of Medical Designees for medical chart oversight
6. Weekly consulting time with Executive Director
7. Represents Embrace at various activities as requested by Executive Director
8. Annually reviews position description and sets goals in preparation for performance review with the Executive Director
9. Casts vision for the medical services provided to clients through the ministry of Embrace

CLIENT SERVICES:

1. Performs Pregnancy Assessments which include ultrasound, Doppler, etc.
2. Ensures all Pregnancy Assessments are documented appropriately and entered into data management software (eKYROS) so it can be reviewed & signed off by a Medical Designee
3. Provides/coordinates APR services and ensures all APR documentation reporting is completed
4. Reinforces the humanity of the unborn child with the client
5. Provides client with life-affirming education according to the Embrace crisis intervention pregnancy counseling procedures
6. Maintains professional working relationships with area medical professionals and provides collaboration/referrals that assist clients with obtaining on-going professional medical care needs
7. Assures that infection control guidelines are followed
8. Advises a client in prenatal care
9. Develops educational materials to present clients for support of childbirth education and infant care

NURSING CARE:

1. Organizes, directs, supervises, and evaluates professional and ancillary personnel
2. Oversees nursing services for the Pregnancy Assessment Program

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3. Provides nursing care; assesses client needs and makes nursing judgements which reflect safe nursing practices
4. Maintains accurate records and follow-through on physician's orders
5. Assures accurate implementation of physician's orders and advises physician of client's progress and changes in condition
6. Provides education for client and family to develop an understanding of their health condition
7. Oversees client follow-up with volunteer pregnancy counselors

Childbirth Education Classes

1. Serve as Childbirth Instructor or delegates classes to trained Instructor
2. Coordinates with Client Services Director and Media Associate in all efforts regarding client registration for CBE, reminders and encouraging counselors to offer CBE to clients
3. Ensure participants are aware of all Embrace services.
4. Supply the CBE instructor with the needed materials, class evaluations and assists with room set-up as requested by instructor.

STAFF DEVELOPMENT:

1. Attends continuing education courses to maintain current Kansas licensure.
2. Assists Embrace Volunteer Coordinator with Inservices as they pertain to Medical services.
3. Oversees training and orientation of Pregnancy Assessment volunteer medical team.

28-30 hrs week/salary
Update:04/2021