



## **JOB DESCRIPTION – MOBILE OPERATIONS MANAGER AND NURSE**

**Summary:** The Mobile Operations Manager (MOM) will facilitate the preparation for and implementation of the mobile initiative for *You Medical* as well as provide continued oversight of mobile operations. As a Registered Nurse, the MOM will provide support and care to the clients and maintain professional standards of care, following the ANA Code of ethics. The MOM works in conjunction with the Client Services Director and Nurse Manager, and with volunteer physicians, nurses, and client advocates to ensure that clients receive the best medical, nursing, and psychosocial care possible.

**Reports to:** Client Services Director for operations and Nurse Manager for medical services

**Supervises:** Mobile Operations Team

**Hours per Week:** Full-time position; approx. 32 hours at \$20/hr

### **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 sexual purity
3. Agree with and be willing to uphold the Statement of Faith, Code of Christian Conduct, and policies of *You Medical*
4. Be self-motivated, dependable, responsible and organized. Be able to carry out responsibilities with little or no supervision
5. Be licensed as a Registered Nurse in Washington State and in good standing with the State Medical Board.
6. Have completed at least a 2-year nursing program.
7. Have two years of experience in a helping profession in a position requiring some management skills, or related experience
8. Exhibit strong skills in interpersonal communication, problem-solving, public speaking, writing, and effective media relations
9. Be able to provide spiritual leadership, discipleship, encouragement and direction
10. Must be able to maintain confidentiality as it relates to clients, donors & other ministry business
11. Must maintain a consistent life-affirming philosophy and will not refer or advise a woman to have an abortion. (When a situation arises where a woman's life is at risk, *You Medical* advocates taking measures to preserve her life, hoping that the woman and her child can both be saved.)
12. Demonstrate satisfactory knowledge of pregnancy, abortion, STI's, and related sexual health issues.
13. Have a current Washington drivers license and be able to drive the mobile unit

## **Major Responsibilities**

### **Administration:**

1. Develop processes and procedures to help ensure the efficient operation of the mobile unit and the services/programs offered
2. Report monthly stats to ICU Mobile
3. Work with Executive Director, and other You Medical staff, in carrying out the objectives, goals, and action plan for the ministry in regards to mobile services
4. Work with staff, external organizations, volunteers, and clients for the purpose of identifying needs and resources to best meet the needs of the client on the mobile
5. Work with the Maintenance Team to oversee the operational/maintenance aspects of the mobile unit including but not limited to mobile checklist, fueling, parking, and waste water disposal.

### **Client Care and Medical Services:**

1. Administer urine-based pregnancy tests.
2. Perform limited obstetrical ultrasound examinations (training provided if needed).
3. Discuss pregnancy options education, reproductive health, and sexually transmitted infection information with clients.
4. Offer referrals for medical care and community resources.
5. Document client care in chart and properly maintain and archive client medical records.
6. Follow up consistently with clients.
7. Use computer to document and maintain records, communicate with staff.
8. Work with Mobile Operations Manager to maintain seamless flow of medical and non-medical services offered to clients.

### **Training & Continuing Education:**

1. Comply with state and professional licensing and continuing education requirements
2. Bi-annual review of CPR certification
3. Attend medical conferences as requested and required for license.
4. Obtain and maintain additional certifications as requested (i.e. childbirth instructor, HIV counseling, STD/STI certification)
5. Attend webinars, conference calls and ICU Mobile trainings

### **Staff/Volunteer Development:**

1. Attend volunteer in-services and participate in volunteer training as needed.
2. Perform annual review for Mobile Operations Team
3. Assist with and attend fundraising events

### **Community Relations & Fundraising**

1. Increase community awareness regarding mobile services and locations
2. Develop relationships with key strategic partners including church leaders, community leaders, local health departments and OB/GYN offices, in regard to the mobile unit
3. Assist with the planning of fundraising events, as needed
4. Actively participate in and attend all You Medical fundraising events