



Part- Time CMA, LPN, RN

JOB DESCRIPTION

Department: Client Services
Reports to: Nurse Practitioner
FLSA Classification: Hourly
Status: Part-time
Hours: 16.5-24 hours
Thursday 8:30 a.m. – 7:30 p.m., or (4:00 p.m.-7:30)
Friday 8:30 a.m. – 4:30 p.m.
Saturday 8:30 a.m. – 1:30 p.m.

Position Summary:

Will provide expert clinical care, leveraging technical expertise, practical skills, and strong social abilities - including empathy, communication, medical knowledge, and problem-solving to deliver high-quality, compassionate care to our patients.

Supervision:

Will be under the supervision of the Nurse Practitioner.

Supervises:

Non-supervisory role

Qualifications:

1. Must have a current and nursing license in the state of TN. (OB/GYN experience preferred).
2. Committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior and is accountable to a local Bible-believing church.
3. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization, and is committed to the Ministry of Choices.
4. Strong commitment to the sanctity of human life and biblical sexual ethics and have a sincere desire to reach and help at-risk patients considering abortion.
5. Proven management skills including, problem-solving, clear communication, excellent administrative skills, the capacity for motivation and able to provide constructive feedback.
6. Effectively manage assigned projects, carry out responsibilities with minimal supervision and complete tasks as required.
7. Availability to work flexible hours including evenings and weekends as needed.

Responsibilities:

1. Responsible for opening/closing the lab as assigned (cleaning, stocking, opening/closing Pathgroup Connect, etc.).
2. Provide care to patients, by assessing patient needs and establishing a plan of care in accordance with established Choices' policies and procedures.
3. Inventory medical supplies and make requests for purchases as per Choices' policy.
4. Oversee patient follow-ups per patient care plan.
5. Follow up with patients regarding normal diagnosis of STI results.
6. Manage payments for prescriptions from partnering pharmacies.
7. Shared team duties; participate in the organization/tidiness and cleanliness of the reception, lobby, bathrooms, lab, volunteer room, etc.
8. Obtain CEU and CMEs as required to maintain current license.
9. Practice within the boundaries authorized by state licensing authorities.
10. Ensure accurate implementation of Nurse Practitioners' and Medical Director's orders.
11. Other duties as assigned.

General Staff Duties:

As requested by the Executive Director, Client Services Director or your Supervisor:

1. Attend staff meetings.
2. Attend on-going training.
3. Attend conferences and trainings (travel may be required).
4. Attend all Choices events (SOHLS, family event, banquet, etc.) and other events as needed.
5. Participate in representation to churches and organizations.
6. Commit to be an active learner, staying educated about life issues and as well as professional development.

Last Modified: 01/27/2025