



**Position: Registered Nurse/Sonographer**

**Classification: Exempt, Salaried, Full Time**

**Reports to: Senior Nurse Manager**

**Location: Primarily Atlanta, rotate to Forest Park or Roswell, as needed**

**Mission Statement**

*Operating from the Catholic belief in the sanctity of life, PAC compassionately delivers services and programs created to lift up women, men and families during moments of uncertainty or grief through a journey designed to reveal their own dignity and claim their own future.*

**Summary and Objective**

The Registered Nurse/Sonographer provides direct medical services and patient care in accordance with PAC's policies and procedures and maintains a professional, orderly, efficient, caring, and welcoming environment for patients in the clinic setting. The Nurse/Sonographer will provide medical services including pregnancy tests, limited OB ultrasound exams (experience preferred, but will provide training for the right person), limited STI testing and treatment, and medical education including prenatal, postnatal, sexual health and fertility awareness education, as well as abortion education as guided by vetted resources. Patients may share confidential information on past traumas including sexual assault, previous abortions, or domestic abuse which must be handled in a professional, caring manner.

**Essential Functions**

- Conduct intake and assess the patient's needs. Make sound medical judgments that reflect safe practices.
- Maintain a safe and clean working environment by complying with procedures, rules and regulations.
- Protect patients, clients and employees by adhering to infection control policies and protocols.
- Maintain accurate and thorough patient records and logbooks.
- Keep track of supplies and notify the manager when something is low in stock.
- Observe safety and security procedures. Report potentially unsafe conditions. Use materials and equipment properly.
- Conduct specified laboratory tests.
- Administer pregnancy tests, provide patients with results, give patients prenatal vitamins with administration instructions, assess ultrasound needs, and schedule accordingly.

- Administer STI testing according to policies, procedures, and CDC guidelines and treat according to standing medical orders.
- Upon certification, conduct limited obstetric ultrasounds (experience preferred, but will provide training for the right person) under the direction of the Senior Nurse Manager's standing orders and on AWHONN (Association of Women's Health, Obstetric and Neonatal Nurses) guidelines.
- Prioritize and plan work accordingly; complete assignments and responsibilities in a timely manner.
- Adhere to work schedule arriving on time; participate in assigned committees.
- Develop patient relationships, mentoring as needed; follow-up with patients.
- Obtain CME's that pertain to professional training and information pertinent to the clinic's practices to meet Georgia Nursing License Board requirements.
- Learn and comply with PAC's medical policies and procedures manual.
- Provide holistic care to patients relating to their physical and emotional health.

### **Qualifications/Requirements**

- Complies with the highest standards of ethics and responsibility pertaining to patient confidentiality, patient care, medical and clinical policy compliance.
- Keep mission-critical processes running smoothly, investigating and troubleshooting, resolving data issues, creating new and innovative ways of working.
- Proficient in Microsoft Office Suite applications and ability to learn and manage department-specific software.
- Excellent time management and leadership skills.
- Excellent verbal and written communication skills.
- Strong organizational skills, accuracy, attention to detail, critical thinking skills.
- Ability to organize time and manage diverse activities to meet deadlines, while maintaining a commitment to excellence.
- Capacity to learn new skills and process information, specifically corresponding to training required for OB ultrasound certification.
- Ability to empathize with people in difficult situations, providing non-judgmental care and support.
- Creative problem-solving skills.
- Physical stamina required to stand for the majority of an 8-hour day and assist pregnant women on and off the exam table as needed.
- Commitment to respect confidentiality and adhere to mandated HIPAA compliance.
- Expresses full agreement with PAC's pro-life mission and willingness to sign the Statement of Purpose.
- Comply with PAC's policies and procedures.
- Ability to work independently and with initiative as well as within a team.
- Willingness and ability to serve PAC's constituencies (including other staff, donors, volunteers, patients, clients, vendors, etc.) in a way that supports, promotes, and honors PAC's life-affirming ministry.
- Willingness and ability to demonstrate commitment to PAC's mission in the execution of position responsibilities.
- Participate in team prayer, staff devotionals, and faith-based professional development.

- Participate in staff meetings and PAC's outside activities e.g., gala, community baby shower.

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, skills, abilities, and working conditions. Additional duties may be assigned, and functions may be modified, according to business necessity.

### **Certifications Required**

- Must have and maintain current certification and unencumbered license to serve as a Registered Nurse in Georgia.
- Must have and maintain CPR certification.
- Current Driver's License.

### **How to apply**

Send your cover letter and resume to Cynthia Granger at [cgranger@pregnancyaidclinic.org](mailto:cgranger@pregnancyaidclinic.org).