

Medical Services Manager

Reports to: Program Services Director

Supervises: Staff RN, Sonographer, Medical Receptionist/Admin. Assistant

Hourly Requirements: Full time



At the Center for Pregnancy Choices Metro Area, every team member is expected to demonstrate an unwavering commitment to the pro-life cause. Our staff fully embraces the ethical and moral standards outlined in the CPC's Statements of Faith and Principle, Core Values, Code of Conduct, and our mission: To Empower the Choice for Life.

We seek individuals who are not only aligned with our vision but are also innovative, detail-oriented, and collaborative in spirit. As an organization committed to making abortion unnecessary and unwanted in our state, we recognize that achieving this goal requires a deep level of sacrifice, flexibility, and passion. Staff should anticipate some evening and weekend work as part of our call to serve.

We value a solution-driven mindset and expect our team to be diligent, industrious, and resourceful – maximizing the generous support entrusted to us by our community. This work demands both heart and excellence as we pursue life-affirming impact together.

Objective: The Medical Services Manager advances the mission, vision, and values of the Center for Pregnancy Choices Metro primarily by managing all medical services assuring that the quality of medical standards of excellence is met at the Cline Center and each patient is provided with confidential care and compassionate support with integrity and excellence.

Credentials

- Minimum: Registered Nurse diploma and BLS certification
- Limited OB Ultrasound certification (will be provided by the CPC)
- Preferred: Two years of experience in nursing management

Minimum Qualifications

- Have excellent communication and organizational skills, following relevant confidentiality standards
- Exhibit a sincere, non-judgmental desire to reach out with the love of Jesus to people in distress
- Be able to identify and adjust to a client's pace of progress and growth
- Ability to manage and work as a member of a team
- Enjoy setting and reaching goals and having a high level of accountability
- Be familiar with scripture pertaining to the sanctity of life, forgiveness, and salvation

Medical Services Management

- Ensures that the daily operations of the clinic are being carried out with excellence and integrity, according to the organization's Medical Policies and Procedures, based on AWHONN, AIUM, and NIFLA guidelines
- Implements new medical services, programs, and resources, under the supervision of the Program Services Director, and provides ideas and input for improving existing services
- Works with center staff and volunteers to effectively carry out patient services in accordance with standard of care, including delegating and directing projects to be carried out by volunteer staff
- Maintains availability to volunteers to answer questions and provide information and assistance as needed
- Trains, mentors, encourages and evaluates medical staff and volunteers and promptly addresses complaints and resolves conflicts with staff and volunteers based on CPC policy and procedures
- Recruits, interviews, hires, and oversees training of new medical staff
- Assesses needs of the medical staff and clinic and provides necessary tools, supplies, resources, and training
- Maintains record of certifications required for a licensed medical professional trained in limited ultrasound
- Maintains updated Medical Policy and Procedure Manual ensuring medical staff and volunteers are kept abreast of all updates
- Oversees and approves the default work schedules of nurses and medical personnel, including time off

Administration/ Miscellaneous Responsibilities

- Ensures completion of the required medical and lab reports
- Ensures referrals for continued medical services are current
- Attends all required meetings, trainings, and conferences
- Coordinates with Community Relations and Communications related to community outreach, churches, and other organizations promoting the mission, vision and values of the ministry
- Manages the daily administration of the client database, ensuring that patient records are entered daily, accurately and in a timely manner.
- Maintains and compiles comprehensive data of all essential areas and interests in the ministry pertaining to the center and provides monthly statistical reports and Center highlights each month as requested.
- Consults with supervisor to relay needs, opportunities, & overall progress of the Center.
- Maintains an awareness and understanding of current events, relevant laws, and issues as they relate to or affect the mission, vision, and values of the CPC.
- Ensures that the Center, and premises are clean and in good repair
- Maintains updated list of core team members assigned to their location and distributes to all team members
- Manages the scheduling, including time off, of all medical and non-medical staff and volunteers to ensure that each shift is covered to maintain an adequate level of support staff to open and close the office each day

Spiritual and Personal Expectations

Team members at the Center for Pregnancy Choices are expected to:

- Uphold CPC's policies and procedures with integrity and consistency
- Demonstrate dependability, stability, and a clear commitment to the responsibilities of the position
- Support the religious mission of CPC and actively encourage the spiritual growth of both staff and clients
- Express a genuine desire to reach and support at-risk patients considering abortion
- Affirm the humanity of the unborn child in conversations with patients, guests, staff, and the community
- Share the gospel of Jesus Christ and pray with patients and supporters, as appropriate and led
- Lead or participate in team prayer and devotional times as opportunities arise
- Maintain a personal, vital, and growing relationship with Jesus Christ
- Be an active, committed member of a local, gospel-preaching church
- Believe in the sanctity of all human life, from conception to natural death
- Exhibit strong interpersonal skills and spiritual maturity – taking initiative and embracing servant leadership
- Be self-motivated and well-ordered in both personal and professional life
- Demonstrate a warm, gentle, and hospitable spirit to the CPC family, including staff, supporters, and clients

I have read, understand, and accept the description for my position. A copy of the Position Description has been given to me for my records. I acknowledge, understand, and agree that:

- It is to inform and assist me in the performance of my duties.
- It does not constitute an employment contract or confer any rights for any employee.
- It is subject to change at any time without prior notice.

Employee Signature

Medical Services Manager

Date

Revised 06/16/2025