



Sexual Risk Intervention Nurse Position Description

Objectives: Perform a variety of clinic functions while providing support and care to patients. Maintain professional standards of care while following the directives of the Medical Director(s) in accordance with the ANA Code of Ethics. Provide leadership, and direction for support staff in order to provide the best care possible to patients of LCCM of Central Michigan (LCCM).

Reports to: Medical Director(s), Chief Executive Officer (CEO) and Chief Operating Officer (COO)

Supervises: Medical Volunteers

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, Statement of Principle and policies of LCCM.
4. Holds a current Registered Nurse's License in good standing with the state of Michigan and able to maintain that license during employment at LCCM.
5. One year of experience as a volunteer in some ministry capacity is preferred.
6. Have at least two years of work experience as a Registered Nurse.
7. Preferred candidates will possess two years of experience with supervising experience or equivalent.
8. Exhibit skill in interpersonal communication, public speaking, and problem solving.
9. Exhibit proficiency of basic computer skills including the usage of Microsoft Outlook, Excel, and Microsoft Word and show willingness to demonstrate proficiency in computer skills.
10. Be able to provide spiritual leadership, encouragement, and direction for volunteers and our patients when appropriate.
11. Encourage and support a teamwork environment.
12. Be able to carry out responsibilities and implement programs with little or no supervision.

Major Responsibilities:

I. Administration

1. In conjunction with the Medical Director(s) and medical staff, develops, maintains, reviews and updates clinic policies and procedures.
2. In conjunction with the medical staff, is responsible for the organization, planning and assessment of all services provided by LCCM Medical Clinic.
3. Work with Director of Client Services, Administrative Assistant and medical staff regarding patient scheduling, patient documents, and clinic literature or resources.
4. Maintain the testing log book.
5. Upkeep of STI/STD medical room.
6. Keep track of medical inventory. Collaborate with medical team when ordering necessary items.
7. Work with Nurse Sonographer to keep inventory of medical supplies.



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8. Provide weekly reports to CEO and COO and monthly Executive Board reports.
 9. Must stay current with evidence based practices as it relates to STI/STDs and ultrasound.
- II. Patient Services**
1. Provide care to patients that reflect collaboration from medical direction and in accordance with safe nursing practice.
 2. Provide accurate documentation of patient visits.
 3. Collect and prepare for processing lab specimens under the direction of the Medical Director(s).
 4. Assist Medical Director(s) as a witness during patient exams.
 5. Make referrals with physicians, nurses and counselors to assure patients receive the best medical, nursing and psychosocial care possible.
 6. Communicate and process tests results from testing lab.
 7. Notify patient of test results, under the direction of Medical Director(s).
 8. Educate patients regarding sexual health risks.
 9. Distribution of medications under direction of Medical Director(s).
 10. Oversee patient records and be responsible for follow-up as needed or directed by Medical Director(s).
 11. Assure communicable diseases are being reported to agencies with regards to positive STI/STD tests.
- III. Recruitment and Training:**
1. Collaborates with Director of Client Services to prepare in-service meetings for volunteers.
 2. Communicates with STD witness to provide adequate observation of STD procedure when necessary.
- IV. Supervision/Evaluation**
1. Be available to volunteers for information, questions, and assistance.
 2. Communicates with Director of Client Services to assess performance of volunteer witnesses in the Medical Clinic for yearly reviews by Director of Client Services.
- V. Public Relations**
1. Maintain and create working relationships with the Central Michigan District Health Department agencies, physicians, donors, churches and organizations that refer to or accept referrals from LCCM Medical Clinic.
 2. Works effectively with CEO, key staff and volunteers to assess, recommend, communicate and promote medical and patient services in light of LCCM' visions and mission.



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All employees are expected to promote and participate in fundraising events unless excused by the COO.

The above describes the general nature of the job and is not an exhaustive list of all requirements, responsibilities and duties of this job.

I have received a copy of this job description. I understand, affirm and subscribe to the requirements, responsibilities and duties of this job.

The Sexual Risk Intervention Nurse shall receive a yearly written and oral evaluation by the CEO or COO.

Employee Signature: _____

Date: _____