

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. 1 Peter 4:10

Medical Services Director Job Description

Job Title	Medical Services Director	Pay Range	*\$89,440.00 - \$93,600.00
Reports to	Vice President of Operations	Supervision	King County Nurse Manager, Pierce County Staff Nurses and other medical professionals including medical volunteers
Work Location	Hybrid – minimum of 3 days/week onsite at clinic locations, one of which must be at the Tacoma clinic		
FLSA Status	Salaried, exempt	Data Classification	Category IV
Benefits	Full-time classification (for those assigned to work 30 or more hours per week) – Medical (including Life/AD&D), Dental and Vision insurance and FSA available first of month following 30 days of employment Full & Part-time classification – EAP, 401K and Vacation available after 90 days of employment, Sick leave (1 hour for every 40 hours worked) accessible on 90 th day of employment, and Holiday Pay		

**The above pay range is a guideline. For candidates who meet the qualifications of the job, Care Net of Puget Sound's compensation philosophy is to target the 30th-50th percentile of the range. Multiple factors are taken into consideration to arrive at the final pay rate to be offered. Factors include, but are not limited to, the selected candidates work experience, education, and training as well as internal equity, market and other business considerations.*

Objectives of this position:

The Medical Services Director provides leadership and oversight for all aspects of medical services across Care Net of Puget Sound (CNPS). This includes maintaining current professional standards of care and occasional client care. Under the general supervision of the Medical Directors (OB/GYNs) and Vice President of Operations, this role is responsible for supervising, organizing, planning, assessing, and monitoring the medical services provided by CNPS, planning and performing direct and indirect nursing interventions, and overseeing all aspects of the medical policies and procedures. The Medical Services Director also works with the providers, nurses, and client advocates to ensure that patients are receiving the best medical, nursing, and psychosocial care possible. This individual furthers the religious mission of Care Net of Puget Sound by promoting the Gospel of Jesus Christ and the Sanctity of Human Life.

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and is active in a local church.
2. Exhibit strong commitment and dedication to the biblical teachings of the sanctity of life, sexual purity and marriage.
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and other Care Net of Puget Sound statements and policies related to core ministry principles.
4. Dependable, stable, and capable of following through on commitments.
5. Expresses a sincere desire to reach out to abortion-vulnerable and abortion-minded women.
6. Would never refer or advise a woman to have an abortion.
7. Ability to respect confidentiality and follow the best practices of HIPAA.
8. Active Registered Nurse license through the State of Washington.

9. A minimum of five years' experience in nursing leadership/supervisory role required, preferably in a clinic or hospital setting. OB/GYN experience preferred.
10. Active CPR or BLS certification required.
11. Experience in pregnancy center work preferred.
12. Exhibit strong interpersonal and administrative skills.
13. Is self-motivated, dependable, and responsible. Servant Leader.
14. Committed Christian with spiritual maturity: an in-depth knowledge of Scripture and ability to apply that knowledge in one's personal life and in the day-to-day situations faced in clinics.
15. Demonstrates leadership abilities, is decisive and confident, able to supervise others but still delegate tasks without keeping a hands-on approach to everything.
16. Demonstrates initiative, has vision and can make changes easily.
17. Staff with client contact who have experienced a pregnancy loss will meet with a representative from the Healing Tide Program prior to meeting with clients. This information is kept confidential.

Essential Functions:

1. Management/Leadership
 - a. Develops, maintains, reviews and updates clinic/medical policies and procedures.
 - b. Maintains a working knowledge of nursing methods, principles, and practices in relation to the prevention and treatment of disease, safety and infection control, clinical systems, supplies, and equipment.
 - c. Ensures compliance with OSHA (Occupational Safety and Health Administration) infection control guidelines, Washington State Department of Health standards applicable to Care Net of Puget Sound clinics and all other applicable regulatory requirements.
 - d. Connects with national affiliate organizations (National Institute of Family and Life Advocates, Care Net National, and Heartbeat International) and other pregnancy centers to stay current with evolving issues and opportunities.
2. Nursing Care
 - a. Organizes, directs, supervises, and evaluates professional and ancillary medical personnel.
 - b. Oversees nursing services in clinics.
 - c. Provides direction to medical staff regarding nursing care, assessing patient needs, and making nursing judgments that reflect safe nursing practices. May provide direct patient care when needed.
 - d. Maintains accurate records, care-plans, and follow-through on physician's orders.
 - e. Ensures accurate implementation of physician's orders and advises physicians of patient's progress and changes in condition.
 - f. Assists providers with exams and treatments as needed.
 - g. Provides education to patients and family to develop an understanding of their health condition.
 - h. Oversees patient follow-up per patient care-plan and standardized procedures.
 - i. Oversees performance of pregnancy tests, ultrasounds and STD tests.
3. Staff Development
 - a. Recruits qualified medical team volunteers to meet the needs of the clinic.
 - b. Works closely with King County Nurse Manager to oversee training and orientation of the clinic medical team; staff and volunteers.
 - c. Ensures all medical team staff and volunteers receive appropriate training and that all training requirements are met.

- d. Participates in establishing and conducting in-service meetings and additional medical training for staff and volunteers including but not limited to ultrasound training for new and existing medical staff.
 - e. Leads medical team meetings and discussions to evaluate clinic services, policies, procedures, and protocols.
 - f. Prays for and with the medical team, volunteers, and staff, providing spiritual care as needed.
4. Community Connections/Relations
- a. Represents the ministry in the community as delegated by the Executive Director or Vice President of Operations.
 - b. Cultivates relationships with external resources as needed for patient resources and referrals.
5. Continuing Education
- a. Complies with state and professional licensing continuing education requirements.
 - b. Attends medical conferences and pregnancy center conferences that offer professional training and information pertinent to the clinic's practices.
 - c. Maintains active Registered Nurse Washington state license.
 - d. Maintains active CPR or BLS certification.
 - e. Stays abreast of regulatory changes including infection control and OSHA requirements as well as legislative changes at both the state and federal level.
6. Meetings/Training/Events
- a. Is a part of Care Net of Puget Sound staff and leadership team and will attend all-staff meetings, retreats and functions for planning and team development.
 - b. Promotes Care Net of Puget Sound by participating in ministry events and public relations events and programs, as required.
7. Physical Requirements and Work Environment
- a. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.
 - i. The employee is regularly required to use hands to finger, handle, or feel; talk, hear, taste or smell. The employee is frequently required to sit, stand, walk, reach with hands and arms, and maintain physical balance. The employee is occasionally required to stoop. The employee is rarely required to kneel, crouch or crawl. The employee will regularly lift and move items up to 10 lbs. The employee will sometimes lift and move up to 25 lbs. Vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee will need to walk up into and step out of the mobile unit.
 - b. The work environment described is representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.
 - i. The employee will work both in center building locations and may work on the mobile unit as needed.
 - ii. The noise level in the work environment is usually moderate; lighting is primarily florescent; can have days of high stress due to client situations and absent volunteer staff.
 - iii. When working on the mobile unit, there will be limitations to available supplies and space. Client volume on the mobile unit can fluctuate greatly, ranging from very busy to very slow which may cause periods of high stress due to a lack of control over the client schedule and client demands and expectations.

8. Image

- a. As a representative of Care Net of Puget Sound, whether at the Center or in your own time, your actions and appearance will reflect on the ministry. It is important to be mindful of your service to Jesus Christ in all that you do as you reflect Christ to others.
- b. Take time for spiritual growth and needs.

Care Net staff members adhere to the mission of Care Net of Puget Sound, its Statements, Operations and the Policy and Procedures of the organization.

Please click the link below to apply for this position.

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