



891 White Bear Ave.

St. Paul, MN 55125

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www.optionsforwomeneast.com

We provide life-affirming alternatives through support and services to pregnant women in the East Metro area of the Twin Cities. Through a coaching approach, our goal is to positively impact our clients, helping them achieve healthy, lasting changes in their lives. We strive to foster trust by providing a safe and respectful coaching environment that enables individuals to overcome their personal struggles through growth and transformational change.

Position Description - Clinic Registered Nurse

Purpose - The registered nurse provides pregnancy testing with options education, STI testing, and treatment for women's health education, and supports the physicians in the Prenatal Care Program, including labs, tests, exams, and prenatal education.

Time Commitment - Non-exempt part-time position with hours M-Th 8-26 hours/week. Additional hours during the Prenatal Care Program (nights vary). Rotating on-call phone hotline.

Reporting Assignment - Reports to both the Executive Director and the Medical Director

Training

- Elevate Life Training
- Orientation to Options for Women East and on-the-job training.
- HIPAA/OSHA Training

Qualifications

- Expresses complete agreement with OFWE's Mission Statement and Policies.
- Willingness to comply with the policies and procedures of the clinic and work within the organizational structure.
- Is a strong team player who creates an environment of mutual respect and fosters cooperation.
- Has a sincere desire to reach out to abortion-vulnerable and abortion determined women.
- Exhibits strong commitment and dedication to the sanctity of all human life.
- Exhibits strong commitment and dedication to sexual purity.
- Exhibit strong interpersonal and administrative skills.
- Adept at Microsoft Word, Excel, Outlook, and other computer skills.
- Must possess a current nursing license, be in good standing with the State Nursing Board, and function per the licensing board of Minnesota.

Responsibilities

- Maintains the clinic's professional standards of care, following the ANA Code of Ethics and the Minnesota Nurse Practice Act.
- Under the supervision of the Executive Director and Medical Director, is responsible for ensuring that the clinic functions, direct and indirect nursing interventions, and practices are per the OFWE Medical Policy and Procedure Manual and AAAHC.

Nursing Care

- Provides pregnancy testing and options education to clients.
- Screens clients for necessary services and provides education, resources, and referrals.
- Provides STI testing, treatment, and education to clients.
- Provides clients with education on the importance of early prenatal care, nutrition, smoking cessation, and alcohol's effects on fetal development.
- Provides client follow-up and supports clients in accessing early prenatal care.

Prenatal Program

- Provides support both physically and administratively to the physicians in administering the Prenatal Program.
- Oversees patient care and follow-up per patient care plan and standardized procedures.
- Teaches rotating quarterly classes on Prenatal Care and Newborn Care. Curriculum and training provided.
- Provides and coordinates coverage for the prenatal phone line.
- Experience in prenatal care and/or labor and delivery is preferred.

Staff Development

- Maintains regular attendance at all staff and medical team meetings.
- The Nurse receives an annual evaluation from both the Medical Director and Executive Director.

Commitment to OFWE's organizational values

- We do not perform or refer for abortions or provide artificial contraception, but we do educate on all abortion procedures and all types of contraception.
- We promote healthy choices regarding sexuality that both honor the dignity of the human person and altogether avoid sexually transmitted infections and unintended pregnancy.
- We believe in the sanctity of human life, the inherent dignity of each person, from conception to natural death.
- We give our clients/patients the right to receive comprehensive, medically accurate information provided respectfully and compassionately, and understand the importance of addressing the needs of the whole person - physical, emotional, spiritual, and social - when providing services.

