

DIRECTOR OF PATIENT RESOURCES

ESSENTIAL PURPOSE:

Works with the Executive Director to ensure the mission of Cornerstone Pregnancy Services is achieved by providing medical services, administrative and staff oversight, implementation of medical services policies and procedures, and facilitation all medical services and health programs.

REPORTS TO: Executive Director and Medical Director

QUALIFICATIONS & EXPERIENCE:

- Possesses and displays a strong Christian testimony and sanctity of life convictions.
- Associate's or Bachelor's degree and holds a current registered nurse license in good standing with the State of Ohio Medical Board.
- Supervises staff and volunteers assigned to the clinic with delegation, evaluation, training, and always with a display of professionalism.
- Skilled in maintaining good relations with all contacts using tact and diplomacy.
- Possesses superior verbal and written communication skills with individuals and groups including the ability to make complex matters clear and easily understood.
- Demonstrates self-motivation and high level of initiative.
- Accomplished use of personal computers with Microsoft Office.

PHYSICAL DEMANDS:

Able to perform nursing skills in center and on mobile unit, locally and occasionally for long distance travel with flexible meeting availability, as work schedule allows.

CONTACTS:

Peers, professionals, community representatives, staff, volunteers and clients.

ESSENTIAL JOB RESULTS:

- Develops, cultivates, and assist with communicating innovative medical services to clients served by Cornerstone Pregnancy Services, and healthcare networks within the center's market base.
- Works to perform and supervise ultrasound procedures and medical operations in center ensuring their administration is always according to Cornerstone Pregnancy Services policies and procedures.
- Works with the Executive Director to assess, maintain, review, and update medical clinic policies and procedures.
- Works with the Executive and Medical Directors to determine necessary standing orders.
- Facilitates communication between the Medical Director and Executive Director to maintain effective operation of the medical clinic.
- Works with the Director of Education and Support Services to review, evaluate and revise procedures as needed.
- Works with Director of Education and Support Services to orient, train, and supervise volunteers placed in the medical clinic.

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- Works with the Director of Education and Support Services to coordinate and develop referral procedures for clients and their partners as appropriate, including in-center and community programs.
- Oversees recordkeeping tools for documentation of screening results, referrals, and recommendations while maintaining client confidentiality.
- Oversees content and evaluation of instructors of all perinatal classes.
- Expands base of qualified obstetrical ultrasound personnel as needed.
- Responsible for required training of staff and peer consultants of abortion procedures/STI information, of administration of pregnancy tests; and for blood-borne pathogen safety.
- Acts as the resource person for staff, volunteers, and others as questions, concerns, and problems arise in day-to-day operations of the medical clinic.
- Oversees maintenance procedures and replacement of equipment and supplies.
- Occasionally sees clients and facilitates classes as time permits.
- Contributes to overall ministry by attending staff meetings, days apart, and volunteer in-service, and participates in Walk for Life and Annual Banquet.
- Agrees and upholds the Statements of Faith and Principles and Policies Cornerstone Pregnancy Services
- The Director of Patient Resources shall receive a yearly written and oral evaluation by the Executive Director.