



**Vision:** Every child conceived is born  
**Our Mission:** Pregnancy Help Clinic embraces life by offering support education, and hope to a woman in her pregnancy decision and life journey.

### **Volunteer Nurse Job Description**

**Commitment:** 3-4 hours per week

**Reports to:** Nurse Manager/ Executive Director

**General Summary:** Volunteer nurses will work directly with clients to perform pregnancy tests, assist with ultrasounds, provide options counseling, provide education, provide referrals, and perform STI testing.

#### **General Responsibilities:**

- Commitment of one scheduled shift per week.
- Functions under the supervision of Nurse Manager.
- Follows policies & procedures of the medical clinic.
- Maintains confidentiality of clients.
- Performs pregnancy tests and provides option counseling.
- Performs STI testing.
- Performs education regarding reproductive health issues.
- Is present during ultrasounds.
- Provides referrals.
- Attends scheduled professional development meetings on a regular basis.

#### **Knowledge and Skills:**

- Current RN or LPN license. /Current CPR certification.
- Knowledgeable about pregnancy, fetal development, reproductive health, STIs and current recommendations and guidelines.
- Solid commitment to Pregnancy Help Clinic's Mission, Statement of Belief and Values.
- Successful completion of the Volunteer Orientation and Medical Staff Training.
- Ability to answer questions with knowledge and understanding of PHC programs and policies.
- Willingness to learn Electronic Record System.
- Excellent listening and communication skills.
- Ability to give great attention to detail.

#### **Physical Demands and Work Environment:**

- While performing this job, the volunteer is regularly required to stand, bend, lift, and use their hands for long periods of time.
- Business casual office attire and a lab coat required.
- Completion of Hepatitis B vaccination series required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.