**Position Summary:** The Clinic Director (CD) oversees all Life Services Clinic Services, including but not limited to pregnancy testing, advocacy, medical services, as well as the educational development of the Life Services Clinic staff, and volunteers. The CD maintains consistent contact with the Life Services’ Medical Director for client care, resourcing and medical policy decisions.

**Reports to:** Life Services Executive Director and Medical Director

**Positions Reporting to the CD:** ARNP, Life Services Office Manager, Nurse Managers (NM), Mobile Clinic Coordinator & Clinic Nurses (CN)

**Status:** Full-time/Exempt

**BASIC REQUIREMENTS** of all Life Services employees:

1. Demonstrate a firm commitment to Jesus Christ as Lord and Savior.
2. Cultivate intimacy with Jesus Christ through devotions, prayer and/or Bible study.
3. Demonstrate the ability to model the love of Jesus Christ to all clients, staff and ministry partners.
4. Champion the intrinsic value of every human life.
5. Maintain faithful attendance in a local church.
6. Be in full agreement with the LIFE SERVICES Mission Statement, Statements of Principle, Faith, Marriage, Gender & Sexuality.
7. Possess knowledge of Scripture, especially as it pertains to the sanctity of human life, forgiveness, and salvation.
8. Pursue competence & excellence in all areas of work life.
9. Be dependable, stable, and committed to respect confidentiality.
10. Be committed to building healthy and authentic relationships.
11. Serve with humility.
12. Attend Life Services current Orientations and applicable Trainings.
13. Attend Life Services staff meetings as deemed necessary by Executive Director.
14. Complete a criminal history check and check of central registry for child abuse.

**B. PRIMARY QUALIFICATIONS**

1. Bachelor’s Degree in Nursing or a related medical sciences field.
2. Minimum two years of experience as a leader of people within a church, non-profit ministry or social services organization.
3. Preferred one year of pregnancy consulting experience.
4. Excellent organization skills and ability to take initiative.
5. Management and team building capabilities, including problem solving.
6. Ability to articulate and champion the mission, vision and values of the ministry, internally and publicly.
7. Computer literacy, including use of Microsoft Office & Google applications, Internet access and e-mail communication and applicable software for promotional media production.
8. Have a current driver’s license and automobile insurance with a minimum of $300,000, including medical and liability coverage.

**C. JOB DUTIES:**

* 1. Oversee all the Life Services Clinic medical and advocacy operations
  2. Supervise and coach the Nurse Manager, Office Manager, Mobile Clinic Coordinator, and Nurses utilizing the Life Service’s leadership coaching model.
  3. Plan and lead regularly scheduled team meetings to promote staff unity, team development, program continuity, prayer and a Christ-centered approach to the care of our clients.
  4. Regularly evaluate clinic services and implement new or improved services to meet client needs.
  5. Ensure collaboration of services between Business, Marketing, Connections and Program staff.
  6. In conjunction with the Executive Director and Medical Director, ensure that policies and procedures are kept up-to-date and meet all regulatory requirements.
  7. Oversee all supply management and ordering.
  8. Ensure maintenance of HIPAA-compliant client records, metric gathering and an up-to-date client database.
  9. Maintain working knowledge of current Heartbeat International and NIFLA standards and laws that apply to PRCs; attend appropriate webinars and trainings as available.
  10. Oversee the training of Life Services Clinic volunteer staff.
  11. Ensure all Life Services clinic staff (paid and volunteer) are up-to-date on licenses, CPR renewal, and continuing education requirements.
  12. Serve as a key member of the Life Services CORE team.
  13. May serve as a point of contact or spokesperson for Life Services in the absence of the Executive Director as requested.
  14. Attend Board Committee meetings as requested by the Executive Director.
  15. Perform other duties as directed by the Executive Director.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Revised 11-14-23 by Glendie Loranger, Executive Director