



## **Nurse Coordinator Job Description**

### **Principle Function**

The Nurse Coordinator (employee) oversees the provision of client care and medical service operations within Woman to Woman Pregnancy Resource Center (W2W) clinic. The employee performs client care under the license and direction of the Medical Director, maintaining compliance with all applicable medical standards, procedures, and pro-life values.

Supervisors: CEO  
Supervises: Nurses, Sonographers, Clinic staff, Medical Volunteers  
Status: Part Time, Hourly

### **Qualifications**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as their Savior and Lord.
- Attends faithfully at a local church.
- Acts as a minister of the gospel of Christ.
- Exhibits a strong commitment and dedication to the pro-life position.
- Agrees with and is willing to uphold the W2W Statement of Principle, Statement of Faith, core values, and policies and procedures.
- Exhibit strong commitment and dedication to sexual purity.
- Must possess a current nursing license and function in accordance with the Texas Board of Nursing.
- Have one year's experience as a nurse in a clinical setting.
- Demonstrate satisfactory knowledge of human reproduction, pregnancy, abortion, and related health issues.
- Ability to communicate with diverse populations both verbally and in writing.
- Possess problem solving, analytical and critical thinking skills.
- Dependable, stable and capable of following through on commitments.
- Proven track record of strong organizational skills.
- Typing and data entry skills.
- Ability to develop and maintain effective working relationships using strong interpersonal skills.
- Respects the confidentiality of clients, staff and volunteers.



## **Physical Requirements**

- Ability to communicate (talking, hearing, and seeing).
- Sitting, standing and walking.
- Able to lift and carry up to 25 pounds and maintain physical condition given a medical environment.
- Possess a valid Class “C” or better driver’s licenses and maintain minimum vehicle liability insurance coverage.
- Must have ability to successfully complete a post-offer drug test and criminal history check and other appropriate testing and requirements.

## **Work Conditions**

- Work is performed generally in a medical environment with an extensive amount of public interaction.
- Exposed to computer screens.
- Some work is performed outdoors with exposure to all weather conditions, traffic, vibrations, noise, slippery or uneven surfaces and dust.

## **Required Expectations**

- No profanity.
- Punctual and adherence to work schedule.
- Occasional late night, weekend, and special event work.
- Reporting daily, weekly, and monthly, as assigned.
- Communicate special circumstances regarding assigned tasks.
- Commitment to and demonstration of core values in daily work.
  - Integrity
  - Accountability
  - Commitment
  - Teamwork

## **Job Duties**

Perform the following duties in accordance with existing medical policies and procedures as set forth by the Medical Director.



#### A. Client Care

- Provide client and clinical services in accordance with the level of expertise and training.
- Explain thoroughly all medical consent forms to clients, and answer questions prior to providing any medical services.
- Document client care in charts and properly maintain and archive patient medical records.
- Provide clients with health education (pregnancy decision options, STDs/STIs, etc.), referrals for medical care/follow-up, and other pertinent community referrals.
- Review client records for completeness (all necessary forms present) and signatures.
- Conduct phone follow-up with clients, as indicated.
- Discuss clinical questions, as needed, with the medical director.
- Communicate with the medical director regularly for ongoing clinical supervision and guidance.

#### B. Medical Services Operations

- Assure accurate implementation of the Medical Director's orders.
- Audit patient records quarterly.
- Maintain staff medical records.
- Provide in-service education to staff, as needed.
- Implement clinic policies and procedures, including compliance with OSHA, CLIA, privacy practices, and infection control.
- Conduct an annual review of policies and procedures and infection control regulations in conjunction with the Medical Director.
- Orient new medical staff to clinic duties and responsibilities.
- Provide ongoing supervision to nurses, sonographers, and clinic medical volunteers.
- Conduct annual evaluations of nurses and sonographers.
- Coordinate medical staff schedules.
- Ensure that medical equipment is properly operated and maintained.
- Conduct regular medical supply inventory, order supplies, and ensure that the clinic is properly stocked.
- Ensure proper disinfection of medical equipment and the exam room.
- Ensure the OSHA orientation of all new personnel, provide annual OSHA refreshers, and monitor the organization's compliance, in conjunction with the Medical Director.



C. Emergencies - Follow guidelines for responding to emergencies and unusual ultrasound findings as specified in the policies and procedures.

#### D. Continuing Education

- Maintain active nursing license.
- Comply with state and professional continuing education requirements.
- Maintain CPR certification.
- Obtain and maintain additional certifications as requested (e.g., limited obstetrical ultrasound examinations, childbirth instructor, STD/STI certification).

#### E. Evaluations

- Conducts an annual meeting with the Medical Director, medical advisory committee, Client Services Coordinator, and all medical staff/volunteers to:
  - Update medical orders
  - Evaluate and improve medical services and processes
- Receives an annual evaluation by the CEO.
- Complete other duties as assigned.



**Last Modified: August 4, 2025**

**Prepared By: Melissa Weber, CSM**

**Approved By: Ramona Davis, CEO**

### **Employee Acknowledgement**

I have read and understand the Job Description for the position I hold at Woman to Woman (W2W). A copy of the Job Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at W2W.
2. It does not constitute an employment contract with W2W.
3. It does not confer any rights to any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of W2W.

I understand and agree that my employment with W2W is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Original:** Employee's Personnel File    **Copy:** To Employee    **Copy:** Job Description File