

**Job Title: Women's Center Nurse**

**Type of Staff:** Part Time (non-exempt)

**Site Supervisor:** Women's Center Director

**Reports to:** Department Manager, Health Services

**Job Overview:**

This person is responsible for providing basic nursing care, medication management, and client advocacy.

**Job Qualifications:**

- Must conform to KCRM's *Qualifications for Employment*, support the *Statement of Belief*, and *Mission, Vision and Values* as outlined in the KCRM Employee Handbook
- Must possess a strong Christian character and be loyal, patient, tactful, pliable, and teachable with a clear conviction and calling to serve the Lord in ministry
- Maintain a minimum level of licensure as a Registered Nurse (RN) in the State of Missouri with at least three (3) years of nursing experience
- Must be CPR certified
- Demonstrate knowledge, sensitivity, and experience in areas focused on women's physical and mental health needs
- Experience in substance abuse, mental illness, and suicide prevention preferred
- Excellent interpersonal communication skills with the ability to de-escalate a fearful or anxious woman
- Excellent follow-up skills, analytical thinking, the ability to multi-task, organize, prioritize, pay attention to detail, find creative solutions and the ability to seek out resources within the agency as well as the community while working effectively in a fast-paced and dynamic environment and completing tasks in a timely manner
- Knowledge and experience in professional documentation and record keeping
- Knowledgeable in Word, Excel, Power Point, and Outlook
- Possess a valid driver's license and willingness to transport client(s) if needed
- Ability to establish and maintain effective communication and working relations with staff, volunteers, clientele and the public, supporting the mission and goals of the KCRM Women's Center
- Commitment to the confidentiality and safety of women in the Center
- Ability to present ideas clearly and concisely, orally and in writing
- Ability to function in a high stress environment and provide effective crisis intervention

**Duties and Responsibilities:**

- Facilitate basic nursing services at the Women's Center
- Gather health history and medical information from clients for client files

*Adoption Date – TBD*

- Oversee proper weekly medication distribution for each resident
- Participate in meetings as required
- Serve as an advocate and/or liaison for patients seeking referrals for services at community resources
- Collaborate with supervisors to obtain supplies and equipment needed to operate nursing services
- Maintain proper documentation of services rendered
- Maintain proper licensure, credentials, CPR certification, malpractice insurance, and adherence to professional code of ethics
- Maintain phone contact with and review health related files from other healthcare providers, as needed