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Clinical Services Manager

Summary: Assists the Director of Clinical Services with managing and coordinating the operations of the medical department of Caring Solutions of Central Georgia by performing the following duties personally or through delegated personnel following the ANA Code of Ethics.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Orients new personnel and assures that training and education needs of personnel are met
- Coordinates the activities and work assignments of medical personnel
- Assists the Nurse Practitioners in expanding medical care and services
- Observes nursing care and serves patients to ensure that nursing care is carried out as directed and treatment is administered in accordance with the Medical Director's standing orders and the organization's policies and procedures
- Works in conjunction with the physician(s), Nurse Practitioners, nurses, and support staff to ensure that patients are receiving the best medical, nursing, and psychosocial care possible
- Become proficient in knowledge of nursing methods, principles, and best practices regarding: the prevention and treatment of disease; safety and infection control; clinical systems; and supplies and equipment
- Serves as Infection Control Officer
- Becomes proficient in knowledge of AAAHC compliance requirements, oversees accreditation administration, and ensures that compliance measures are implemented and maintained
- Maintains medical policies and procedures
- Participates in the development and modifications of the organization's programs
- Assist with implementation of services build outs and enhancements to ensure that appropriate reports, patient forms, compliance measures, and procedures are in place
- Becomes proficient in EMR
- Offers direct patient care including pregnancy testing, limited obstetrical ultrasound, STI testing, nurse consultation, patient education, appropriate referrals, and personalized follow-up care
- Provides collaborative feedback and assists the Director of Clinical Services with program, operational, and missional evaluation
- Participates in annual trainings as required by CS

Education/Experience:

- Must have and maintain current certification and unencumbered license to serve as a Registered Nurse in Georgia
- Must have and maintain CPR certification
- Experience in Women's Health preferred

Qualifications:

- Agreement with our Statement of Faith and Commitment of Care and Competence
- Desire to work within a Christian ministry setting
- Passion for this work and a “whatever it takes” attitude to see it advance
- A “team-mindset” to contribute to and benefit from working together in order to fulfill the mission
- Strong interpersonal skills (highly effective in working with people in a caring, gentle and motivational manner)
- Strong servant leadership skills
- Strong administrative skills in addition to proficiency in Microsoft Office programs
- Ability to take initiative, be proactive, and problem solve quickly
- Ability to organize, prioritize, and manage multiple tasks in a collaborative setting

Please Submit Cover Letter and Resume To:

info@caringsolutionspc.com