



Job Description

Staff RN

Hours: 24 Hours Per Week

Monday, Tuesday, Wednesday

Potential for Full Time in the future

Reports To: Executive Director & Medical Director

Summary:

The Registered Nurse at Shiloh/Clara Women's Center plays a vital role in delivering compassionate, client-centered medical care. Clara Women's Center serves as the medical office of the Shiloh organization, offering a range of services designed to support women with dignity, clarity, and informed decision-making. The RN provides clinical care, advocacy support, and education to clients while ensuring that all services are delivered in accordance with established medical protocols and the American Nurses Association (ANA) Code of Ethics. This role upholds professional standards of care while fostering a safe, respectful, and supportive environment for every client served.

Job Requirements:

- Agrees with Mission, Vision, and Principles of Shiloh Center
- Maintains a Christ-centered life that reflects a deep and active relationship with Jesus as Lord and Savior.
- Committed to a life-affirming philosophy in both belief and practice, with a focused mission to serve women who are abortion-vulnerable or considering abortion.
- Actively participates in a church aligned with our faith foundation and is supported by pastoral leadership.
- Demonstrates a passion for sharing the Gospel, investing in the spiritual growth of others, and exercising discernment in ministering Christ to clients.
- Demonstrates the ability to work independently and take initiative in carrying out assigned responsibilities.
- Demonstrates proficiency in interpersonal communication
- Ability to work with sensitivity and professionalism in emotionally complex situations
- Demonstrates a commitment to ethical, compassionate, and confidential patient care

- Exhibits a cooperative spirit and a willingness to collaborate closely with client services personnel.
- Demonstrates flexibility and a willingness to adapt to changes in responsibilities or organizational structure as directed by the Executive Director or Board of Directors.
- Demonstrates a willingness to cross-train to serve other roles within the Organization as needed or directed
- Perform other job-related duties as directed by the Executive Director or Board of Directors.
- Proficient in the usage of Microsoft Word, Google Drive, Excel, Outlook, and other web-based software
- Demonstrates proficiency in the use of technology and medical equipment, including ultrasound (sonography) machines, laboratory testing systems, and related clinical tools.
- Experience performing limited OB ultrasound is preferred but not required; we will train
- Obstetric or women's health nursing experience is a plus; however, not mandatory

Qualifications

- Holds and maintains an active Registered Nurse license and is in good standing (unencumbered) **in the State of Missouri, or holds a Registered Nurse license that is a compact licensure status that allows the RN to practice in Missouri** and is in good standing (unencumbered).
- Holds a current CPR Certification or is willing to become CPR Certified and maintain certification throughout employment.
- Must be 21 years of age or older

Nursing Responsibilities

- Performs all aspects of client care, including but not limited to:
 - Consultation and assessment of risk factors for all clients
 - Client Advocacy
 - Performance and oversight of pregnancy tests per standing orders
 - Administer ultrasounds per ultrasound policies, procedures, and standing orders
 - Provide STD (Sexually Transmitted Disease) testing/treatment as well as education on sexual health, sexual risk avoidance, and sexual integrity.
 - Provide accurate health education related to pregnancy and prenatal care
 - Implement client follow-up
 - Accurately document client activity in the database
 - Recognize emergent situations and intervene appropriately
- Collect medical histories and assist with client intake
- Oversee client care and the operation of the medical aspects of the clinic while working
- Prepares lab specimens for pickup by lab courier
- Commitment to excellent client care

- Collaborates with appropriate client services staff to meet the medical and social needs of the client while providing appropriate community resources
- Assist with clinic flow and client coordination as needed
- Completes all required training
- Able to lift 30lbs

Staff Development

- Completes annual performance review with Executive Director
- Completes bi-annual CPR certification
- Completes HIPAA training biannually
- Completes OSHA training annually
- Completes mandated reporter training annually
- Attends weekly staff meetings
- Participates in staff training and in-services