



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, six Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

Hope Pregnancy Centers (HPC) are a faith-based, non-profit, life-affirming ministry of Oklahoma Baptist Homes for Children (OBHC) offering pregnancy tests, pregnancy option education, ultrasounds, Empowered Parenting & Fatherhood programs and post abortion ministry. All services are free and confidential.

**OBHC Mission Statement:** The mission of Oklahoma Baptist Homes for Children is to demonstrate God's love by providing hope through empowering children and their families to follow Christ.

**HPC Mission Statement:** To help young men and women have hope and choose life in the midst of an unplanned pregnancy.

**Statement of Faith:** Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

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## Nurse Manager

**Job Description Summary:** The Nurse Manager will be responsible for the performance of her duties and will be appraised by implementation, consistency, quality and performance of her assigned duties toward empowering children and their families to follow Christ.

This position is part time. The employee will receive an hourly compensation based on the hours worked. In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of '*direct patient care or direct childcare*' and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

**Reports to:** HPC Director for operations and Medical Director for medical services.

**Location:** Shawnee, Oklahoma

**Supervises:** Immediate supervision of medical functions and monitors medical services.

**Requirements:** *“For an overseer, as God's steward, must be above reproach.” Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial and resurrection (Jn. 14:6).
2. Believe the Bible is the inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian that is actively involved in a Southern Baptist church or a similar evangelical church (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

**Educational Requirements:** *“Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. Registered Nurse with current license and in good standing with the State Board of Nursing.
2. Sonography training/experience helpful but not required. Hope will provide training if needed.

We are a religious employer and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

**Job Qualifications:** *“Whatever you do, work heartily, as for the Lord and not for men” Colossians 3:23, ESV*

Express full agreement with corporation's Statement of Principles, Mission Statement, Articles of Incorporation, and By-laws.

1. Is dependable, stable and capable of following through on commitments.
2. Has a sincere desire to reach out to abortion-vulnerable and abortion-minded women.
3. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion. (When a situation arises where a woman's life is at risk, the clinic advocates taking measure to preserve her life, hoping that the woman and her child can both be saved.
4. Oversees training and orientation of HPC medical team volunteers.
5. Respect confidentiality; comply with all Policy and Procedures and accurate implementation of Physicians orders.

**Responsible for Reporting to the Director with Christ-Like Submission.** *“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV*

1. The Nurse Manager provides support and care to the clients and maintains professional standards of care, following the ANA Code of Ethics.
2. Under the general supervision of the Medical Director and HPC Director, the Nurse Manager is responsible for immediate supervision of a wide variety of clinic functions, planning and performing direct and indirect nursing interventions, and is responsible for supervising, organizing, planning, addressing and monitoring the medical services provided by the Hope Pregnancy Center.

3. The Nurse Manager also works in conjunction with physicians, nurses, staff and volunteers to assure clients receive the best medical, nursing, and psychological care possible.
4. Represents the clinic in the community as delegated by the HPC Director.
5. Attends medical conferences which offer professional training and information pertinent to the clinic's practices.
6. Maintains professional license.
7. Increase knowledge of management, obstetrical, and gynecological care and women's health issues.
8. Carries professional liability insurance, as necessary.

### **Demonstrates Christ-like Interpersonal Skills**

*"Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or are absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel." Philippians 1:27, ESV*

- a. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, volunteers, men, women, children and families (1 Tim. 4:12).
  - b. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation utilizing the D.I.S.C. profile as a guide for this confrontation (Mt. 18:15-17).
  - c. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff while utilizing D.I.S.C. to better understand who they are and how to communicate to them (Gal. 3:28).
  - d. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
  - e. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
  - f. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).
- 3. Honor God's Provision by Keeping OBHC Property Clean and Well Maintained**  
*"Honor the LORD with your wealth" Proverbs 3:9a, ESV*
- a. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and picked up (Gal. 6:4, 5).
  - b. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

### **4. Additional Responsibilities**

*"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17, ESV*

- a. Maintains appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
- b. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).

- c. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
- d. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
- e. Seeks proper administrative approval on all credit cards and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
- f. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity and only necessary items (Prov. 21:20).
- g. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- h. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).