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**Helping children. Providing homes. Supporting families. Bringing Hope.**

Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

Hope Pregnancy Centers are a faith-based, non-profit, life-affirming ministry of 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

OBHC exists to show and share the love of Christ to children and their families.

### HPM Purpose 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.

## JOB DESCRIPTION SUMMARY

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The Nurse or Sonographer 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 hourly compensation based on the hours worked with a minimum weekly salary guaranteed. 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.

The nurse or sonographer will provide support and care to the clients and maintain professional standards of care, following the ANA (or RDMS) Code of Ethics. Under the general supervision of the Hope Pregnancy Center Medical Services Director, Center Director and Medical Director, the sonographer is responsible for performing direct and indirect medical care, as well as limited ultrasound scans pursuant to the policies and protocols set forth by the Medical Director.

**Reports To:** HPC Ardmore Director for operations and Medical Director for medical services

**Location:** Hope Pregnancy Center, Ardmore, Oklahoma

## SPIRITUAL QUALIFICATIONS

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*"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.
2. Believe the Bible is the inspired and inerrant Word of God.
3. Mature, Christian person that is actively involved in a Southern Baptist Church or a similar evangelical church.
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 and biblical sexual purity in all circumstance.
6. Concern for God's kingdom, love for those served and a calling to OBHC.

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.

## EDUCATIONAL QUALIFICATIONS

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1. Registered Nurse with current license and in good standing with the State Board of Nursing or RDMS / ARDMS with current certification and in good standing with the American Registry for Diagnostic Medical Sonography.
2. Sonography training/experience helpful for RN but not required.
3. Dependable, stable and capable of following through with commitments.
4. Ability and confidence to work independently.
5. Solid computer skills: comfortable with technology and uploading digital images.
6. Working knowledge of OB anatomy/physiology, willingness to perform both abdominal and transvaginal scans.
7. Have a sincere desire to reach out to abortion-vulnerable and abortion-minded women.
8. Respect confidentiality; comply with all Policy and Procedures and accurate implementation of Physicians orders.

## JOB RESPONSIBILITIES/QUALIFICATIONS

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*"Whatever you do, work heartily, as for the Lord and not for men" Colossians 3:23, ESV*

### **The Nurse or Sonographer Will:**

#### **1. Provide nursing care**

- a. Assess client's needs and make nursing judgments which reflect safe nursing practices.
- b. Maintain accurate records, care-plans and follow-through on physician's orders.
- c. Assure accurate implementation of physician's orders and advises physicians of client's progress and changes in condition.
- d. Provide education for client and family to develop an understanding of their health condition.
- e. Oversee client follow-up per client care-plan and standardized procedures.
- f. Administer pregnancy tests, share results with client and answer relevant medical questions.
- g. Perform ultrasound procedures according to accepted medical practices and the manufacturer's specifications and requirements.

#### **2. Maintain Positive Public Relations within the Community**

- a. Represent the clinic in the community as delegated by the center Director and Nurse Manager.
- b. Attend medical conferences which offer professional training and information pertinent to the clinic's practices.

### **3. Continue Personal and Professional Development**

- a. Maintain professional license.
- b. Increase knowledge of obstetrical and gynecological care and women's health issues.
- c. Attend annual Medical Meetings
- d. Participate in quarterly on-going trainings

### **4. Demonstrate Christ-like Interpersonal Skills**

- a. Model Christ-like behavior in word and deed in relationships with staff, donors, Board members, volunteers, men, women, children and families.
- b. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff.
- c. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed.
- d. Actively pursue opportunities for fellowship, friendship and community-building with other staff members.
- e. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer.

### **5. Keep OBHC Property and Vehicles Clean and Well Maintained**

- a. Report all damage and accidents to the administration.
- b. Keep allotted office space, office equipment, grounds, facilities, buildings, and other resources clean and well maintained.
- c. Be proficient and use integrity in use of computers and other office equipment.

## **ADDITIONAL RESPONSIBILITIES**

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1. Maintain appropriate attire as dictated by biblical commitment to modesty, specific circumstances, activities and office procedures.
2. Maintain punctuality to assigned hours.
3. Arrange time off for personal needs or requests of any type of leave in advance.
4. Be available to represent OBHC in public meetings as per request.
5. Able to meet all qualifications and expectations as outlined in *OBHC Policies* section (VI., K) unless otherwise specified by qualifications listed in this job description.
6. Complete other appropriate tasks as assigned by supervisor.