



Elevate Life is a life-affirming non-profit organization that provides our affiliated network of pregnancy resource centers and clinics the support and services they need to thrive and help build up a culture of life in their communities.

Position: NURSE JOB DESCRIPTION

The Elevate Life Nurse is primarily an administrative position which provides support and best practice resources to our networks of affiliates with a specialization in AAAHC Best Practices. This is a person committed to Elevate Life's mission, adheres to Elevate Life's policies and procedures, and maintains high standards of professionalism and integrity.

- .2 FTE Non-Exempt or 8 hours per week (some remote hours possible)
- Sick time and paid holidays as per the Elevate Life employee manual.
- Salary and benefits as per hiring agreement

Direct Supervisor: Elevate Life's President

Responsibilities:

- Provides support to our affiliated network of centers and clinics in the form of cutting edge, best practice resources to equip them to be leaders in the Pregnancy Medical Clinic PMC movement.
- Continue support to our Affiliate Clinics in the process of AAAHC (Accreditation Association for Ambulatory Health Care).
- Continue adding AAAHC policies to our website.
- Update Affiliate Website with medical resources and standards for best practices.
- Coordinate 2-3 Medical Services Updates webinars with an affiliate nurse manager.
- In coordination with the President, oversee and manage medical model standards policies and procedures and related training.
- Other duties as assigned by the president.

Qualifications:

- Current RN License in Minnesota
- Must agree with the philosophy, policies, and mission of Elevate Life.
- Excellent relationship management and communications skills.
- Excellent problem-solving skills.
- Attention to detail
- Analytical, able to easily analyze data and draw appropriate conclusions
- Prior work with pregnancy medical clinics is a plus, as is prior work in delivery or postpartum.



Essential Qualifications:

Agreement with Elevate Life's Values and Approach:

We believe in:

- the inherent dignity, sanctity, and right to life of each person, from conception to natural death
- the right of women and men considering abortion to receive comprehensive, truthful information in a respectful and compassionate way
- the importance of fertility awareness and education, and the effectiveness and dignity of natural forms of family planning
- the importance of every affiliate to address consistently the needs of the whole person – physical, emotional, spiritual, social, and economic – when providing services
- our affiliates, their commitment to excellence, and their power to change and save lives for the good of their communities.

Professional: Ability to proactively create and effectively manage program and project plans. Attention to detail and excellent follow-through. Strong work ethic and organizational commitment. Basic computer skills and knowledge, including proficiency in word processing, mail merges, spreadsheet creation and management.

Personal: Effective interpersonal and relationship management skills. Positive attitude and strong communication skills and style. Ability to effectively coordinate, manage, and work productively with volunteers. Ability to occasionally lift up to 20 pounds.

Relational: Ability to work as a team member and to accept responsibility. Ability to act independently and to seek consultation when needed.

Training:

- Complete ELITE Training
- Orientation to Elevate Life and on-the job training.

Location: 2626 East 82nd Street, Suite 220, Bloomington, MN 55425 **Phone:** 651-291-9473

Employee Signature _____ Date _____

To Apply, please email a letter of application, resume, and three references to vaunae@elevatelifeusa.org