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| Job Title: **Registered Nurse**  **Dallas Dream Center**   | Reports To:  **Medical Services Director**  |
| Last Revision Date: 04/08/2024 | Hours/Status:  30 Hr. week/Exempt |

The Registered Nurse/Dallas Dream Center (RN/DDC) will report directly to the Medical Services Director. The RN will be responsible for medical care of clients at the Dallas Dream Center clinic, which includes Medicaid confirmation, pregnancy testing, sonography, STI testing, etc.

The RN/Dallas Dream Center performs some or all of the following:

**Medical Clinic**

* Operation of medical clinic
* Ensure comprehensive compliance with federal, state and local regulations regarding safety and quality assurance practices
* Procurement of all appropriate medical supplies
* Continued education to meet state & federal guidelines; to include additional ultrasound training and other required training
* Fill-in hours when needed
* Attend all scheduled staff meetings

**Patient Care**

* Confirm that all patient care exceeds minimum standards
* Patient charting ensuring accurate data is acquired
* If required fill in as patient care provider
* All other duties as assigned by the CEO

**Qualifications**

* Bilingual (Spanish) preferred
* Pro-Life, Christ follower and believe that the Bible is the inerrant word of God
* Current unrestricted RN license, Bachelor of Science degree in Nursing or higher with two or more years’ experience in the medical field
* Excellent communication and people skills
* Compassionate and caring nature
* Proficient in MS Office with computer aptitude

**Working Conditions**

* RN/DDC will usually work in the clinic/office environment, but the mission of the ministry may sometimes take them to non-standard work places
* The RN/DDC will work three days a week at DDC from 10:00 am – 6:00 pm and one day a week at the Allen clinic, one of which is could be Thursday evenings from 1:00 pm to 9:00 pm.
* Additionally, the RN/DDC may work evenings, weekends, and additional hours to accommodate activities such as Board meetings, in-service training and representing the Ministry at public events.

NOTE:  This job description is not intended to be all-inclusive. Employee may be required to perform other duties to meet the ongoing needs of Real Options.