



# Foothills Pregnancy Resource Center

*A State-Licensed Medical Clinic*

**Job Posting**

**October 2023**

**Job Title: Clinic Nurse Manager**

**Reports to: Executive Director**

**Position Detail: Part-time (approx. 22 hours per week); On site; Competitive Pay**

**Organization:** Foothills Pregnancy Resource Center (“FPRC”) is a state-licensed medical clinic located in Duarte, California. FPRC is a religious nonprofit organization, serving the women, men and children in our community. We work to understand our clients by establishing relationships and exploring ways to serve them both physically and spiritually.

**Position Summary:** FPRC’s Nurse Manager works directly with clients, many of which are women who intend to carry their pregnancy or are unsure of carrying, as well as women who are abortion-determined. The Nurse Manager consults with clients and provides medical services on behalf of the organization, with oversight by an offsite medical doctor. The Nurse Manager speaks to clients about: fetal development, parenting or adoption, sexuality, the abortion pill and other forms of abortion, abortion pill reversal, natural family planning and abstinence in reference to birth control. Training will be provided by the outgoing Nurse Manager and the Executive Director.

**Major Responsibilities:**

- Perform limited obstetrical ultrasounds (training available)
- Administer urine pregnancy testing
- Administer urine sexually transmitted infection testing (Visby Medical Type)
- Maintain client medical files, both paper and digital
- Coordinate reviews and collaborate with doctor overseeing medical services
- Establish relationships with clients, including follow up phone calls
- Work with volunteers
- Perform other tasks/special projects as assigned by the Executive Director

**Requirements and Qualifications:**

- Registered Nurse certification
- Experience in limited obstetrical ultrasounds (preferred)
- Proficiency in computerized applications (examples utilized by FPRC are Word, PDF, Google Workspace, CoolFocus)

**APPLICATION PROCEDURE:**

Please submit a resume and one-page cover letter to: **Lori Berg, Executive Director:**  
[lberg@foothillsprc.org](mailto:lberg@foothillsprc.org)