



## Employment Opportunity Profile

**Nurse Manager**  
Full-time position



3807 Lancaster Ave., Philadelphia, PA 19104  
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## Missional Overview

AlphaCare seeks to [empower pregnant women and families](#) by providing health and social services and serving as a bridge to community resources. Ministering for over 40 years, this well-established Philadelphia non-profit envisions a Philadelphia community where everyone experiences [hope, health, and healing](#).

To that end, AlphaCare provides [medical services](#), including lab-level pregnancy testing and limited obstetric ultrasounds, [social services](#), and [community resources](#). Providing all services free of charge, AlphaCare strives for excellence in quality of care.

While the main office is in [West Philadelphia](#) on Lancaster Avenue, in 2016 AlphaCare added a [Mobile Medical Clinic](#) (MMC). The MMC, fully equipped with ultrasound, serves patients in different locations throughout the city. This allows AlphaCare to reach more patients in their own communities.

AlphaCare seeks to be inclusive in our search for and integration of staff, volunteers, board members, and financial partners. We do this to acquire a wide range of skills, experience, and insight in order to best serve and meet the needs of our diverse client population. Each staff member brings a unique perspective and background, while all share a commitment to pro-life and Christian core values. When you join the staff at AlphaCare, you are joining a team [dedicated to making a difference](#) in the Philadelphia community.

## Position Summary

The [Nurse Manager's](#) main responsibility is to oversee the logistical and operational needs of the medical program at AlphaCare while also providing direct client services. The Nurse Manager promotes the optimum health of both mother and baby in the pivotal prenatal and postpartum periods from a life-affirming perspective. Beginning with pregnancy testing and ultrasound, this position calls for assessing the clients' physical, emotional and spiritual needs to provide information needed for decision-making, support, education and connection with resources. Services are offered at our main office location in West Philadelphia, as well as on our Mobile Medical Clinic (MMC) in various Philadelphia communities. The Nurse Manager reports directly to the Executive Director, collaborating with the Client Services Director and Project Manager.

## Duties and Responsibilities

### Direct Client Services

- Promote optimal health of mother and baby in the prenatal and postpartum periods
- Identify and clarify the physical, emotional, and spiritual resources of the client
- Demonstrate understanding of trauma and suffering to meet clients with grace, compassion, and professionalism

### Program Administration

- Oversee and manage the nursing staff
- Maintain appropriate licensing and credentials for facilities, medical program, and medical team
- Monitor and implement updates from city, state, national health department, and other sources with support from medical staff, Medical Director, and Program Services Committee
- As applicable update policy and procedure manuals and forms, revising as needed, and implementing adherence among staff to maintain best practice and legal compliance including OSHA, CLIA, HIPAA, etc
- Represent the program status, needs, and stories to Executive Director, Medical Director, Program Committee, Board of Directors, and other invested parties
- Support strategic planning process and execution

## Program Development

- Support Executive Director to develop and maintain program partnerships including Mobile Clinic partner sites
- Evaluate and support medical service programs including: prenatal education, childbirth classes, and breastfeeding support
- Assist in the maintenance and development of accurate printed literature and other supporting materials for patients
- Encourage and develop staff and volunteers by relying on God's truth and upholding professional best practice
- Cultivate a Biblical climate of diversity, inclusion, belonging, and trust

## Facilities and Asset Management

- Oversee care and maintenance of Mobile Medical Clinic, ultrasound equipment, and medical supplies
- Manage Medical Services and Mobile Medical Clinic budgets determining and communicating fiscal priorities

## Qualifications

### Required

- Enthusiastic embracing of AlphaCare's vision, mission, and statements of doctrine and purpose
- Enjoy people and demonstrate excellent customer service skills
- Flexibility, multi-tasking, and willingness to perform additional tasks as assigned
- Ability to follow policies and protocols for appointment scheduling and operations
- High degree and range of cultural humility
- Ability to interact with ease and grace with diverse personalities and situations
- Possess the required number of years of experience based on your highest degree in biological, physical, or chemical sciences:
  - 6 years' experience with a B.S. or B.N.
  - 4 years' experience with a M.A. or M.S.
  - 2 years' experience with a Doctorate

AlphaCare is an equal opportunity employer. We aim for a diverse and inclusive workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

## Employee Benefit Highlights

- Retirement fund with employer matching contributions up to 3% upon completion of first year of employment
- Separate Paid Time Off (PTO) and paid Sick Leave
- Paid individual retreat days for mental, spiritual, and physical rest
- Two months paid sabbatical after seven years of employment
- Health insurance coverage for employee and 40% coverage for family members

Interested applicants, please email  
resume and cover letter to  
AlphaCare at [office@alphacarephilly.org](mailto:office@alphacarephilly.org).