



Job Description

POSITION TITLE: Operations Manager

REPORTS TO: Chief Operating Officer (CEO)

Exempt

Non-exempt

Job Summary: The Operations Manager oversees Sarasota Medical Pregnancy Center's (SMPC's) operations and ensures a smooth day-to-day functioning of the organization.

Job Functions:

1. **Administrative Duties**

- Manager in support of Center-wide coordination of services.
- Support CEO and manage Center in CEO's absence.
- Oversee goal setting, project planning, and training scoping of Center programs.
- Oversee State program funding and grant management by coordinating budgets, staffing, invoicing, and reporting to meet state criteria.
- Promote the Center within the community.
- Collect and record monthly statistical data from client records and submit to the CEO for reporting to the Board of Directors.
- Complete and submit yearly statistical data to CEO for Care Net requirements (in February of each year).
- Annual review of medical components of Center policies and procedures. Update as necessary and submit to CEO for Board of Directors' approval.
- Oversee orientation and training of new nurse volunteers and provide medical related training to other volunteers.
- Participate in medical related segments of new volunteer training sessions at Center Services Manager's request.
- Support relationship building with other medical facilities.

2. **Medical Services Operations**

- Oversee all medical services and Nurse Manger.
- Oversee review of client records and quality assurance with the Nurse Manager.
- Serve as a resource for client advocates, nurse volunteers, and other volunteers.
- Comply with State and professional licensing regarding continuing education requirements.

3. **Client Care Oversight and Support**

- Ensure consistency of client care throughout SMPC.
- Advise managers to help them achieve annual goals and provide staffing oversight.

4. **Emergencies**

- Emergency calls – refer to a local hospital emergency room, the caller’s own private physician, or advise to call 911.
- Consult the Medical Director as needed.
- If there is a medical emergency on-site, follow the procedures for medical emergencies.

Minimum Qualifications:

- College degree
- Community Health experience

Preferred Qualifications:

- Professional or medical license
- Prior Management or Leadership Experience in a pregnancy center and/or LCSW Supervision

Additional Eligibility Qualifications:

1. Committed Christian who demonstrates personal relationship with Jesus Christ as Savior and Lord.
2. Exhibits strong commitment and dedication to the pro-life position.
3. Agree with and be willing to uphold the Code of Conduct and policies of the Center.

Physical Requirements:

Sitting regularly over 2/3 of day

Standing occasionally 1/3 of day

Talking/Hearing regularly over 2/3 of day

Reaching frequently 1/3 to 2/3 of day

Use of hands to finger, handle or feel frequently over 2/3 of day

Lifting occasionally up to 25 pounds

Travel:

Travel for this position is minimal but may include travel to local meetings.

Working Conditions:

Office/Indoor environment

This job description is not intended to be all-inclusive, and employees will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Sarasota Medical Pregnancy Center reserves the right to revise or change job duties and descriptions as the need arises. This job description does not constitute a written or implied contract of employment.