

**MYLIFE MEDICAL & RESOURCE CENTER'S
MEDICAL MANAGER
POSITION DESCRIPTION**

Objectives of the position: The Center's Medical Manager is responsible for assisting the Executive Director and Medical Director with all aspects of our medical services.

Reports to: The Executive Director

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Exhibit strong commitment and dedication to the pro-life position and sexual purity
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the center
4. Have a teachable spirit
5. Have experience in medical office operations and general management
6. Be a currently licensed medical assistant, nurse, or doctor
7. Exhibit excellent organizational skills and typing ability
8. Be self-motivated, dependable, and responsible
9. Be able to do blood draws for STI testing as needed
10. Having experience with obstetrics, ultrasonography, and STI testing a plus but not required
11. Have experience with medical records & charting
12. Ability to work as a team player

Essential Functions:

I. Overseeing all of the medical services we provide

1. Work with Executive Director and Client Services Director to train and oversee all medical volunteers as well as all staff & volunteers who work with our medical services
2. Assure that all charting is completed properly and completely
3. Assist in scheduling all medical personnel to provide as much coverage as possible
4. Oversee the completion of all required submissions to the various labs we work with
5. Oversee inventory control of all supplies
6. Order all supplies needed for our medical services once order is approved by Executive Director
7. Research additional labs and services we could be providing
8. Communicate with our Medical Director with all questions and concerns not answerable by Executive Director
9. Other duties as requested by Executive Director

II. Community Outreach

1. Work with other staff to market our services to the community
2. Attend community events and MyLife events to promote our medical services when possible
3. Meet with other medical facilities to promote our services as well as encourage volunteering with us
4. Other duties as requested by Executive Director

