Educating, Encouraging, &
Empowering
Men & Women to Make Informed Life Choices

Pregnancy Resource Clinic
Job Posting

Date : September 23, 2026
To : All Employees and Volunteers
From : Jenny Summers, Executive Director
Work Location : Pregnancy Resource Clinic, 53 W. Main Street, Lock Haven, PA
Position Title : **Clinic Nurse**
Status : Non-Exempt
DMB Class: : D3-3-N
Reporting Manager : Nurse Manager
Position Open : Until Filled

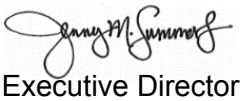
Position Summary : The Clinic Nurse assists the Nurse Manager in performing nursing duties directly related to providing pregnancy and STD medical support and care to patients while carrying out Pregnancy Resource Clinic operations, in accordance with the ANA Code of Ethics.

Application Process : If you would like an online application link, please email **help@scprc.com or call 814-234-7341** with your inquiry.

Please have available and ready to **upload as PDFs** as part of your online application.
Do not email or mail these documents:

- Cover Letter
- Resume
- Four Letters of Reference: One (1) personal, two (2) professional, and one (1) Pastoral (must be current pastor)
- Clearances: PA Child Abuse History Clearance, PA State Police Criminal History (PATCH), FBI Criminal History Check
- Current RN or LPN license
- Relevant training/certificates
- A handwritten one-page essay titled "Why I am pro-life and why it matters."

Because you matter,



Executive Director

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Pregnancy Resource Clinic

Job Description

Job Title: Clinic Nurse

FLSA Status:	Non-Exempt
DMB Class:	D3-3-N
Reports to:	Nurse Manager
Date:	September 2026

Objective:

The Clinic Nurse assists the Nurse Manager in performing nursing duties directly related to providing pregnancy and STD medical support and care to patients while carrying out Pregnancy Resource Clinic operations, in accordance with the ANA Code of Ethics.

Qualifications:

1. Agrees fully with Pregnancy Resource Clinic's Mission, Faith, and Principle Statements
2. Maintains a consistent life-affirming philosophy and would never refer or advise anyone to have an abortion.
    a. When a situation arises where a woman's life is at risk, the clinic advocates taking measures to preserve her life, hoping that both the woman and her child can be saved.
3. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord, as evidenced by letters of reference (BFOQ).
4. Demonstrates proficiency in Microsoft Office Suite and Google Apps
5. Exhibits excellent organizational skills and typing ability
6. Is self-motivated, dependable, and capable of following through on commitments
7. Must possess the ability to communicate confidently, have strong written and verbal skills, and enjoy interacting with people
8. Must be a Registered Nurse or a Licensed Practical Nurse and possess a current nursing license and function in accordance with the licensing board of the state of Pennsylvania
9. Has at least one year of experience in Nursing
10. Carries personal medical malpractice insurance
11. Requires working daily at our Lock Haven location, with reliable transportation, as travel is needed/required between both PRC sites (State College and Lock Haven)

Responsibilities:

Medical Services

1. Work closely with the Nurse Manager to edit and modify the existing medical portion of the operations manual for the clinic and edit as necessary

2. Assist in providing nursing services of the clinic, which include the administration and interpretation of pregnancy tests, assisting with ultrasounds, testing and treatment of STIs, as needed according to Medical Director(s) orders
3. Provide nursing care; assess client needs and make nursing judgments that reflect safe nursing practices
4. Maintain accurate client records, care plans, and follow-up
5. Assure accurate implementation of Medical Director's orders and advise the Nurse Manager of the patient's progress and changes in condition as needed.
6. Provide education for patients and their family/partners to develop an understanding of their health care and condition(s)
7. Assist Nurse Manager in preparing and shipping specimens as needed
8. Assist Nurse Manager in ordering medical supplies when needed

Advocacy

1. Expected to complete Client Care Team training (and future training as assigned).
2. Seek direction from the Nurse Manager and Site Director for best client advocacy care
3. Serve clients as needed and/or directed.

General Duties

1. Report weekly to the Nurse Manager
2. Attend clinic events (in/out of state trainings, local fundraisers) and in-services
3. Assist the Nurse Manager in developing and operating within an approved budget for expendable supplies to support the clinic's medical needs (pregnancy, ultrasound, STD testing, and treatment supplies).
4. Represent Pregnancy Resource Clinic in public forums.
5. Develop and maintain current competencies and SOPs so that others can step in and take over quickly if needed.
6. Write articles for publications and appeals.
7. Demonstrate initiative to continue learning in the field related to PRC's mission and share the knowledge with staff and volunteers.
8. Be responsible for other assignments and undertake new initiatives as determined and expected by the Nurse Manager, Site Director, and/or Executive Director.

Supervises: Those assigned by the Nurse Manager

Time Study: *85% Client Services, 10% Administration, 5% Supervisory Responsibilities 1.0 FTE*