



Employment Opportunity Profile

Medical Services Manager
with a background in the field
of nursing or medicine

Full-time position, with benefits



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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. While celebrating AlphaCare's 40th anniversary, 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 Unit](#) (MMU) and more recently opened a satellite office in [Kensington](#) for social services. The MMU, fully equipped with ultrasound, serves clients in different locations throughout the city. These two additions allow AlphaCare to reach more women in their own communities.

AlphaCare values diversity and is committed to the advancement of cultural competence. 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

AlphaCare seeks [Medical Services Manager](#) with maturity and vision to oversee a medical and social service program with a 40-year history poised for expansion. The Medical Services Manager upholds a culture of deep trust in God and commitment to other staff which leads to person-centered care of our clients. The role is open to candidates with professional degrees and experience in the fields of nursing or medicine. Ideal candidates also demonstrate the flexibility and humility necessary to serve within a small nonprofit organization.

The Medical Services team's main responsibility is to promote 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 Unit (MMU) in various Philadelphia communities. This position reports directly to the Executive Director and manages all medical staff and the Receptionist (currently five employees).

Duties and Responsibilities

Staff Management

- Encourage and develop staff and volunteers by relying on God's truth and upholding professional best practice.
- Develop targeted goals with staff and promote channels for regular feedback and professional development.
- Cultivate a Biblical climate of diversity, inclusion, belonging and trust.
- Monitor 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.).

Client Services

- Provide 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.
- Obtain and maintain additional field certifications as requested or needed.

Program Administration

- Oversee existing Medical Services operations including office and Mobile Medical Unit sites.
- Represent the program status, needs and stories to Executive Director, Program Committee, Board of Directors and other invested communities.
- Manage Medical Services budget while establishing and communicating financial priorities.
- Support strategic planning process and execution.
- Maintain appropriate licensing and credentials for facilities, programs and staff.
- Oversee care and maintenance of program space and material assets including but not limited to Mobile Medical Unit, ultrasound equipment, medical supplies, and material donations (clothes, diapers, food, etc.).

Qualifications

- Enthusiastic embracing of AlphaCare's vision, mission, and statements of doctrine and purpose, including the willingness to sign a statement of faith
- Bachelor's or advanced degree in nursing or medicine
- Five or more years' experience in nursing or medicine; perinatal experience preferred
- Manage multiple program dimensions with the ability to prioritize, plan, and execute
- Ability to interact with ease and grace with diverse personalities and situations
- Initiative to identify challenges and collaborate to develop solutions
- Mindset of trust in God's sovereign care for the client
- High degree and range of cultural humility
- Demonstrated critical thinking and clinical judgment skills
- Training and experience in limited obstetric ultrasound preferred; otherwise, the willingness to be trained in limited obstetric ultrasound on a contract basis is required
- Willingness to obtain and maintain additional field certifications as requested or needed (e.g., childbirth education, breastfeeding support, etc.)

As an equal opportunity employer, AlphaCare is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Interested applicants, please email
resume and cover letter to
AlphaCare at office@alphacarephilly.org.