



Job Description

JOB TITLE: Clinic Compliance Officer

REPORTS TO: Executive Director

OVERSIGHT OF: Medical Services and staffing

ORGANIZATIONAL MISSION

What we do

AGAPE demonstrates the Truth and unconditional love of Jesus in a safe and confidential environment to women, men, and families experiencing pregnancy or the effects of sexual relationships.

Learn more at <https://agapedsm.com/>.

ENVIRONMENT & CULTURE

Who we are

As a team, we fully support each other so that together we can accomplish more. We enjoy wit, humor, and comradery, so working together is filled with laughter. However, we are serious about working hard with everyone putting forth their best effort and paying attention to details. We are passionate about helping others and have a heart for reaching out to those in need. Above all, we seek to live out the Gospel of Jesus Christ through the way we work and interact. Agape places great emphasis on teamwork and supporting each other. We require people to be a good fit with our philosophy of how we work as a team. We need people who are hard-working, consistent, and take initiative. Listening skills and critical thinking are paramount. Open-mindedness and being comfortable in giving and receiving feedback are essential. Being flexible with change and able to work in a sometimes-chaotic environment is necessary. Since Agape is faith-based, all team members must ascribe to the AGAPE's Statement of Faith and be committed to the sanctity of human life. Team members must be committed followers of Christ and be willing to share their testimonies with gentleness and respect as in 1 Peter 3:15.

POSITION

Purpose and Scope

The Clinic Compliance Officer oversees and provides leadership of the clinics to maintain and raise the professional standards of care, following the ANA Code of Ethics. The Clinic Compliance Officer is responsible for supervising, organizing, planning, assessing and monitoring the medical services provided in the AGAPE clinic locations. The Clinic Compliance Officer also works in

conjunction with the medical advisor, physicians, and nurses to assure that patients are receiving the best medical, nursing, and psychosocial care possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Clinic Compliance Officer provides direction and oversight of all clinical services, including but not limited to supervision, oversight, training, growth, vision, and execution of clinical services at existing and future sights.

Primary Job Duties and Responsibilities:

- Develop, implement, and oversee the annual compliance audit programs
- Maintain all certifications and licensures required for clinical compliance
- Integrate mission, vision, values, and ethical principles within the clinical care model
- Lead strategic planning to support long-term compliance and growth efforts with quality of care
- Conduct regular audits and analyze results
- Develop and maintain an organizational compliance structure
- Ensure staff competency through training and coaching
- Update policies and procedures as needed when regulations evolve
- Policy development and enforcement
- Provide internal and external issue reporting
- Develop and maintain close working relationships across the agency
- Oversee all clinical staffing and volunteers
- Oversee all medical budgeting, orders, and processes
- Create and grow a process that can be replicated and grown to support other agencies and internship programs.

Job Qualifications:

Required

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit strong commitment and dedication to the pro-life position and sexual purity.
- Agree to uphold the Statement of Faith and adhere to the policies of the center.
- Have a bachelor's degree or higher in nursing and holds a currently active licensure.
- Be able to provide spiritual leadership, discipleship, and support to the volunteers and fellow staff.
- Highly organized, thorough, and detail-oriented

- A professional demeanor and the highest level of discretion is essential in the management of confidential information
- Motivated self-starter with strong problem-solving, analytical & decision-making skills who can manage people with minimal guidance
- Ability to multi-task, learn new processes quickly, and collaborate with others giving priority to following-through and producing overall quality work
- Has a sincere desire to reach out to abortion-vulnerable and abortion-minded women.

Additional Information:

Starting date: Effective on (DATE)

Starting wages: Compensation is negotiable based on experience and is executive level.

Job hours: This position is a salaried and flexible job requiring about 20-24 hours a week.

Confidentiality: This position includes access to sensitive and personal information thus requiring a confidentiality agreement to be signed and honored.

Signature of Clinic Compliance Officer

Date

Signature of Executive Director

Date

