

Title: Ultrasound Tech/Mobile Operations Specialists

**Department: Women's Pregnancy Solutions
Treasure Coast/Ft. Pierce/Stuart**

Hours Worked: Full Time 37.5 hours per week



Job Description

Reports to: Program Director

Supervises: None

FLSA Status: Non-Exempt

Essential Duties and Responsibilities:

- Provides all client services related to limited obstetrical ultrasound.
- Oversight of the staff/volunteers during hours of operation.
- Adhering to and scheduling the maintenance of the mobile unit and its components.
- Responding to unplanned maintenance issues with the sprinter and ensuring it is rectified with the appropriate service vendors.
- Drives sprinter van safely and train other drivers as needed.
- Ensuring the sonogram machines are serviced and maintained.
- Works with Program Director to explore new site locations.
- Maintains accurate ultrasound documentation specific to limited obstetrical ultrasound and program standards.
- Maintains a comprehensive working knowledge of the ultrasound equipment.
- Prepares required client documentation for radiologist interpretation. Ensures that documentation is transmitted to the radiologist and images are read in a timely manner.
- Maintains sufficient supplies needed to provide ultrasound services.
- Performs urine pregnancy tests following approved protocol.
- Attends to client needs, including admissions, assessment sessions, material assistance, etc.
- Assists with client record keeping and maintains orderly client files.
- Maintains schedules for ultrasound and assessment appointments, including reminder calls to clients and daily documentation of those completed and missed.
- Acts as a resource for volunteer receptionists and client advocates, as needed.
- Assists with work assignments for clinical student rotations
- Provides general secretarial and receptionist support as directed by the office manager.
- Attends agency meetings/staff development programs as required.
- Attends training sessions as determined by needs outlined in annual evaluation.
- Supports the social teachings of the Catholic Church.
- Supports program fundraising efforts in planning and attendance.
- Performs other duties as assigned.

PROBLEM SOLVING

- Resolves problems with some supervision and implements solutions.
- Consults supervisor when unusual problems arise.

• **Qualifications:**

- Graduate of Diagnostic Medical Sonography program, RDMS certification preferred.
- Experience with obstetrical ultrasounds.
- Knowledge of infectious diseases and blood and bodily fluids, as indicated in OSHA.
- Competency in use of sterile techniques.
- Bi/Multi-lingual (English and Spanish and/or Creole) preferred.
- Experience in and/or commitment to pro-life work.
- Experience preferred in office environment.
- Proficient in Microsoft Office programs, Email, and Internet usage.
- Good communication skills, both verbal and written.
- Strong clerical and organizational skills.
- Ability to work harmoniously with staff and clients.
- Organized, self-starting, punctual, honest, and courteous.
- Flexible and willing to assist, as needed.
- Ability to adjust and perform in a versatile work environment.
- Knowledge and support of Catholic Social Teaching.
- Florida driver's license, excellent driving record, and ability to travel throughout the diocese.
- Exhibits professional telephone manner, interpersonal skills, confidentiality.
- Ability to work effectively with Diocesan employees, pastors, departments heads, representatives of other agencies and the general public.
- Ability to multi-task, work independently and make responsible judgment calls.
- Ability to respect confidentiality and consistently exercise discretion and good business judgment.
- Ability to work irregular hours.

Physical and Environmental Requirements:

- Precise hand/eye coordination and finger dexterity.
- Ability to kneel, bend through full range of motion, stoop, reach, push and pull.
- Ability to lift or exert up to 50 lbs. of force occasionally and or up to 30 lbs. of force frequently.
- Ability to perform repetitive motion of wrists, hands and or fingers as needed for work tasks.
- Ability to visually, tactilely, and audibly assess clients in order to carry out sonogram procedure.
- Occasional light lifting and carrying of under 15 pounds.
- Occasional moderate carrying and lifting of 15 – 44 pounds.
- Frequent use both hands and fingers (i.e. typing).
- Frequent extended periods of sitting.
- Occasional periods of standing, kneeling, bending, and climbing.
- Occasional ability of minimal hearing (i.e. driving) and hearing (listening to others in conversation).

Reviewed/Approved By:

Executive Director: _____ **Supervisor:** _____ **Human Resources:** _____

Hand delivered on _____, **by** _____ **(Supervisor)**
to _____ **(Employee).**

I acknowledge receipt of and understand my job responsibilities as outlined in this Job Description.

Signed: _____ **(Employee) Date:** _____

Signed: _____ **(Supervisor) Date:** _____

Copies: Supervisor, Employee

Original: Human Resources