Title: Ultrasound Technician

Department: Birthline/Lifeline – Pahokee Office
Hours Worked: Full-Time (37.5 hrs. per week)

CATHOLIC CHARITIES
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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.
- Confirms client consents to provide ultrasounds, provides ultrasounds, and ensures complete client exit interviews, as needed.
- Provides follow up calls to clients following ultrasound appointments.
- Maintains accurate ultrasound documentation specific to limited obstetrical ultrasound and program standards.
- Maintains current knowledge of ultrasound protocol, as determined by Birth line/Lifeline.
- Maintains a comprehensive working knowledge of 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 in the office needed to provide ultrasound services.
- Performs urine pregnancy tests following approved protocol.
- Attending client needs, including admissions, assessment sessions, material assistance, etc.
- Maintains orderly client records, including using the client database.
- 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 administrative and receptionist support as needed.
- Works seamlessly with other staff in the office to maintain a well-functioning office environment.
- Attends agency meetings/staff development programs as required.
- Attends training sessions to meet professional and program needs and 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.
- Resolve problems with some supervision and implement 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)
- Experience in and/or commitment to pro-life work
- Experience preferred in office environment.
- Knowledge of eKyros client database system preferred.
- Proficient in Microsoft Office programs, Email, and Internet usage
- Excellent 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 manners, people skills, confidentiality.
- Ability to work effectively with Diocesan employees, pastors, departments heads, representatives of other agencies and the 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 to carry out sonogram procedures.
- 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 routine hearing (i.e., listening to others in conversation)

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.