



## **SONOGRAPHER (RDMS)**

**General:** The Sonographer works in conjunction with staff and volunteer physicians, nurses, and client mentors to ensure that clients are receiving the best medical and psychosocial care possible. The Sonographer prepares clients for ultrasound examinations, prepares sonogram for interpretation by the physician, and ensures proper maintenance and functioning of ultrasonography equipment.

**Reports To:** Clinic Manager

**Hours/Wages:** Part Time (may require some evening hours); Hourly/Non-Exempt

### **Qualifications:**

- 1) Demonstrates a close personal relationship with Jesus Christ, spiritual maturity, and a prayerful, evangelical witness. (Required)
- 2) Holds a strong commitment to protecting the sanctity of human life and upholding chastity. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion. (Required)
- 3) Expresses full agreement with Assist's Statements of Principle and Faith, Code of Ethics, and Policies and Procedures and possesses a sincere desire to support abortion-vulnerable women. (Required)
- 4) Demonstrates skill in clear verbal and interpersonal communication, aptitude in providing client medical education, and ability to relate to diverse client population. (Required)
- 5) Is dependable, stable, and reliable, and committed to ongoing learning and professional development. (Required)
- 6) Demonstrates commitment to safeguarding confidentiality and privacy. (Required)
- 7) Has proven experience in using an electronic charting software program. (Required)
- 8) Graduate of an accredited DMS program. (Required)
- 9) Is ARDMS OB/GYN registered. (Required)
- 10) Holds BLS certification. (Required)
- 11) Has two or more years of experience in OB/GYN or women's health setting. (Strongly preferred)

### **Responsibilities:**

#### **I. Medical Services Support:**

- 1) Ensures that patients feel welcome upon their arrival and during their visits.
- 2) Performs ultrasound consultations and examinations in accordance with Medical Director's standing orders.
- 3) Provides all medical education in a professional manner and in accordance with the organization's Policies and Procedures. Ensures clients received accurate and accessible fetal development education during ultrasound examinations.
- 4) Advises the Medical Director of program needs to enhance patient medical services.
- 5) Administers pregnancy tests if needed as directed by Medical Director.

- 6) Assists with follow up calls and verbally provides Medical Director's report to patient.

## **II. Administrative/Management Support:**

- 1) Maintains accurate records and submits sonogram records to Medical Director for physician review in timely manner.
- 2) Ensures accurate implementation of Medical Director's orders and informs Clinic Manager of relevant updates.
- 3) Follows infection control guidelines and assists in maintaining a clean, safe working environment.
- 4) Performs duties in accordance with established Policies and Procedures, advising supervisor of needed modifications to ensure best practices.
- 5) Supervises volunteer sonographers and provides personnel training in ultrasound as needed.
- 6) Oversees ultrasound machine preventative maintenance schedule and updates.
- 7) Promotes best practices through integrated services, working closely with staff and volunteers for coordinated workflow.
- 8) Maintains professional certifications and prioritizes ongoing professional development.
- 9) Maintains working knowledge of client scheduling, phone, and reception protocols, providing occasional office support as needed.

## **III. General Ministry Support:**

- 1) Attends staff meetings and all in-service trainings.
- 2) Increases knowledge of management, counseling communication skills, obstetrical, and gynecological care, and women's health issues. Strengthens understanding and application of Biblical worldview regarding the sanctity of human life and healthy relationships in order to counsel and support clients and volunteers.
- 3) Participates in all ministry fundraisers and ministry wide activities.
- 4) Performs other ministry duties as needed.