



RESPECT LIFE MINISTRY JOB DESCRIPTION

Position: Ultrasound Technician, Pregnancy Help Center
Office: Respect Life Ministry
Reports to: Director, Respect Life Ministry
Schedule: Part-time Regular
Location: **South Dade Pregnancy Help Center**
3410 SW 107 Avenue
Miami, Florida 33165
Schedule: 30 hours per week, including Thursday evenings and every Saturday.
Tuesdays & Sundays off.

Date Prepared: September 24, 2020

PURPOSE

The Pregnancy Center Ultrasound Technician performs limited ultrasound examinations as directed according to established practices, protocols and procedures. Assists in daily operation of the Pregnancy Center.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Complies with established Respect Life Ministry policies, procedures, objectives, quality assurance methods, and safety codes. Demonstrates compliance with licensing, regulatory and accrediting agency provisions as required.
2. Performs limited ultrasound examinations for the purpose of pregnancy verification, utilizing established technique and protocols; evaluates image for optimal technical quality.
3. Checks equipment, supplies and accessories on a regular basis. Communicates any problems or requests for supplies to supervisor.
4. Maintains an orderly and clean work environment; provides a sterile environment for all clients, staff, and volunteers.
5. Responsible for following OSHA requirements and proper hazardous waste management.
6. Provides pregnancy counseling to clients in accordance with Florida Pregnancy Center Network (FPCN) and Respect Life Ministry guidelines.
7. Facilitates “Earn While You Learn” classes for clients at the discretion of the program coordinator.
8. Assists the program coordinator with administrative and other related duties as assigned or requested.
9. Assists the program coordinator with community outreach efforts such as representing the Pregnancy Center at Health Fairs, etc.



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10. Enhances professional growth and development through participation in educational programs, current literature, meetings and workshops.
11. Attends staff meetings with Medical Director annually as required. Participates in performance improvement activities as required.
12. Performs all other duties as assigned or requested.

SUPERVISORY RESPONSIBILITIES: Assists Program Coordinator in overseeing pregnancy center volunteers.

QUALIFICATIONS:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience.

- Minimum: High school diploma or equivalent; Successful completion of an accredited ultrasound program.
- Preferred: Associates degree and one year experience as an Ultrasound Technician.

Licenses or Certifications.

1. Current/valid ARDMS certification in OB.

Language Skills.

1. Good oral and written English-language communication skills, including clear speaking voice.
2. Good Spanish-language spoken communication skills strongly preferred.

Other Knowledge, Skills, Attitudes.

1. Knowledge of basic tenets of Catholic Church and parish structures.
2. Must be supportive of the mission and tenets of the Roman Catholic Church.
3. Excellent personal interaction skills, including ability to maintain focus on and professionalism with people in challenging and crisis situations.
4. Good computer application skills.
5. Good written communication skills, including spelling and grammar required.
6. Good time management, including ability to multi-task and retain accuracy.
7. Must have a professional demeanor.



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COMPETENCIES

Client Focus (Internal and External): Effectively meeting client needs and taking responsibility for client satisfaction.

Attention to Detail / Quality Orientation: Accomplishing tasks by considering all areas involved, including minute details; showing concern accuracy and good quality output; accurately checking processes and tasks. Monitoring activities.

Collaboration: Working effectively and cooperatively with others, asking clarifying questions for the purpose of achieving common objectives. Building and maintaining good working relationships with volunteers and staff.

Dependability: Being reliable, responsible, and dependable, and fulfilling obligations with a willing attitude.

Managing Work: Effectively managing time and resources to ensure that work is completed to meet expectations.

Inductive Reasoning / Problem Sensitivity: Sensitive to observation and identification of issues presenting out-of-the-norm and that may be indicative of problems needing to be addressed.

Work Standards: Set expectation of high performance standards and hold oneself accountable for accurate and timely completion of tasks and projects.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to push and occasionally lift objects weighing 25 pounds
- Must be able to keep hand and arm steady while moving parts of the equipment
- Must have good near vision or good near vision corrected by lenses
- Must be able to work in close proximity with patients
- May be exposed to disease or infections

DISCLAIMER

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.