



## Job Description

**POSITION TITLE:** Sonographer and Medical Team Support Services

**REPORTS TO:** Chief Executive Officer and Nurse Manager

Exempt

Non-exempt

**Job Summary:** Under the supervision of the Nurse Manager, this position supports the medical activities of the Center. This position primarily provides ultrasounds, functions as a member of the Medical Team, and provides assistance to the Nurse Manager. Activities include performing intakes, providing options and peer advocacy, medical chart data entry support and review, administering pregnancy and STI/STD tests), STI/STD education and follow up client calls, and entry as needed. Also, follows policies and procedures to uphold highly confidential and sensitive information. Interacts with external callers, clients, staff, Board members and volunteers.

### Essential Functions:

- Provide ultrasounds according to medical standards of care, following Center ultrasound policies and procedures.
- Co-ordinate timely ultrasound reviews with the Medical Director as instructed by the Nurse Manager and/or Medical Director.
- Perform medical grade pregnancy tests and STI/STD tests as requested by the Nurse Manager and complete appropriate paperwork, providing verifications of pregnancy to clients.
- Meet with clients to perform intakes for new clients and give consultations to existing clients.
- Offer STI/STD education as appropriate (when trained).
- Screen and refer women to the Center's Women's Wellness Program.
- Make follow-up phone calls.
- Document care provided in eKyros and eClinical Works.
- Become Care Net trained for peer and abortion recovery counseling as time allows in schedule, within one year.
- Maintain proprietary and sensitive information with care and professionalism. Follow Center policies and procedures.
- Carry out accurate and complete documentation in medical records to provide continuity of care and following medical standards.
- Work independently and within the team on special nonrecurring and ongoing projects as requested by the Nurse Manager or Chief Executive Officer.
- Always maintain telephone etiquette using professionalism in interacting with callers, clients and Center visitors.
- Other medical support activities as requested by the Nurse Manager (e.g. preparing intake packets, ordering medical supplies).

### Competencies:

- Technical Capability: basic computer operations, Microsoft Office Programs.
- Personal effectiveness, credibility, integrity.
- Detail oriented.
- Excellent organizational skills.
- Collaboration skills.
- Communication proficiency, telephone etiquette.
- Flexibility.
- Self-motivated, dependable, accountable.

### Qualifications:

- **Required Education and Experience:** RDMS or comparable certification and one year of related experience.
- **Preferred Education and Experience:** Associates Degree and two years of related experience.
- **Skills:** Strong communication, organization, and collaboration skills
- **Personal Qualities:** Compassionate, self-motivated, and committed to serving with excellence
- **Faith and Values:** A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord. Exhibits strong commitment and dedication to the pro-life position. Agree with, and be willing to uphold, the Statement of Principle, Statement of Faith, and policies of the Center.

### Position Details:

- **Location:** Sarasota, FL
- **Schedule:** Full-Time (40 hours per week) preferred or part-time up to 30 hours a week. A weekly schedule will be determined with the Nurse Manager (to be set during clinic hours). Additional hours may be requested in advance, especially during influxes of new clients.
- **Work Environment:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.
- **Physical Demands:** Some physical demands will be made to carry out ultrasounds. Some filing may also be required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- **Travel:** Travel for this position is minimal and may include travel to local meetings.
- **Supervisory Responsibility:** This position has no supervisory responsibilities.

### Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### Benefits:

1. **Comprehensive Insurance Coverage**
  - **Medical:** Blue Cross Blue Shield
  - **Telemedicine Access:** Teledoc
  - **Life Insurance/AD&D**
  - **Dental & Vision:** United Healthcare

2. **Financial and Retirement Support**
  - Everence Simple IRA with employer match
  
3. **Work-Life Balance**
  - Paid Time Off (PTO) upon hire
  - Paid Holidays upon hire

#### **Why Join Us:**

At Sarasota Medical Pregnancy Center, you will be part of a mission-driven organization that values life, compassion, and women's healthcare.

#### **Apply Today:**

If you are looking to use your **medical skills** to impact lives at a Center that values integrity, compassion, and excellence in everything they do, then we would love to hear from you. **Apply today and be part of our life-changing work!** ([contact@sarasotapregnancy.com](mailto:contact@sarasotapregnancy.com))

Sarasota Medical Pregnancy Center is an Equal Opportunity Employer.