

<b>Job title</b>	<i>PDHC Registered Diagnostic Medical Sonographer (RDMS)</i>
<b>Reports to</b>	<i>Medical Manager</i>
<b>Hours</b>	<i>Full-time or Part-time</i>
<b>Classification</b>	<i>Non-exempt, Hourly</i>

### **Job Purpose**

The RDMS provides limited OB ultrasounds under the supervision of the Medical Manager.

### **Staff Supervision**

This position reports to the Medical Manager and will be responsible to supervise shift volunteers as needed.

### **Essential Duties and Responsibilities**

#### **Care Center**

- Maintain proficiency in the L.O.V.E approach and provide direct client care accordingly.
- Carry out the policies and procedures of the PDHC Medical Clinic as established by the Medical Director, in conjunction with the Medical Manager and the Director of Client Services.
- Complete training and remain current on performing limited OB ultrasounds.
- Perform client care, including consultation, ultrasounds, and other medical tasks and assessments as assigned and outlined in Employee Manual and Medical Policy and Procedure Manual.
- Document client care services by charting in client and department records.
- Possess a thorough understanding of community resources for client referrals.
- Ensure follow-up with each client served directly or through delegated care as warranted.
- Participate in annual training events.
- Complete HIPAA and OSHA training annually.
- Remain current with CPR Certification.
- Answer phones, voice mail, written and email inquiries in a timely manner.
- Maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.
- Provide whole person care, including spiritual care from a Christian viewpoint, including pro-life and chastity affirming principles.
- Perform all other duties as assigned.

#### **Operations / Facilities Support**

- Provide general support of visitors.
- Remain current on needed office software and client social media applications (i.e. WayCool, Excel, Office 365, TextBox)
- Manage ultrasound equipment maintenance needs in collaboration with the Nurse Managers.
- Responsible for completing required CEUs.

**Access Levels**

- Facility keys and building security codes to all Center Locations
- CoolFocus: Clients and Volunteers, Consultant
- TextBox, Hotline and FEC
- Bright Course
- SharePoint

**Qualifications**

- Successful completion of a 2-year (A.A.S.) or 4-year (B.S./B.A.) college accredited Diagnostic Medical Sonography program
- Current Credentialed RDMS in good standing
- Preferred 2 or more years of hospital, clinic, or doctor's office OBGyn experience
- Preferred 2 or more years of experience of instructing sonography students or new hires in a clinical setting
- Life-affirming crisis intervention counseling experience/training preferred.
- Proven ability in administration, preferably in a medical environment.
- Pro-life convictions and heart-felt desire to represent and live out the policies and principles outlined in the PDHC mission statement, the Employee Commitment Statement and the Employee Manual
- Attests commitment to the Christian faith by the Nicene Creed and participates in local church
- Initiative and creativity with the desire to work on a team
- Experience and sensitivity in working with individuals from diverse cultural backgrounds
- Flexible and adaptable during change and crisis.
- Proficient computer and audio/visual skills

**Working conditions**

This position may require some evening availability.

**Physical requirements**

This position may require standing for extended periods of time and lifting up to 40lb. objects on an as needed basis.