



Sonographer Job Description

Objectives

To reach out to women and men experiencing unplanned pregnancy with the mercy and compassion of Jesus Christ by offering emotional, spiritual, and practical support in both word and action - primarily through performing ultrasound exams on abortion vulnerable clients.

Reports to:

Director of Health Services, or Center Director, in DHS's absence

Qualifications:

1. A committed Christian who has and demonstrates having a personal relationship with Jesus Christ as Savior and Lord. (John 3:16; Matthew 7:16&20)
2. A regular attender/member in good standing of a local Bible-believing church. (Acts 2:42-27; Hebrews 10:24-25)
3. Exhibit strong commitment and dedication to the sanctity of human life and sexual activity within the confines of marriage. (Genesis 1:27; Psalm 139:13-16; I Cor. 6:18-20)
4. Full agreement with and willingness to uphold the Statements of Faith and Principle and policies of First Choice.
5. Dependable, stable, and capable of following through on commitments.
6. A sincere desire to reach out with the love of Jesus to people in distress.
7. Knowledge of scripture, especially pertaining to the sanctity of life, forgiveness, sexual purity and salvation.
8. Ability to respect confidentiality.
9. Proficiency in Microsoft Office applications and basic computer operations.
10. Completion of First Choice's volunteer training seminar and in-house peer-counselor training.
11. For all who have experienced abortion, completion of AASC and approval to serve clients by AASC coordinator.
12. RDMS-OB certified.
13. Current CPR/BLS certification.
14. Proof of most recent TB test.
15. Proof of MMR and HBV vaccination.

Skills:

Basic Skills

1. **Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.
2. **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
4. **Learning Strategies** - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
5. **Monitoring** - Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
6. **Reading Comprehension** - Understanding written sentences and paragraphs in work-related documents.
7. **Speaking** - Talking to others to convey information effectively.

Social Skills

1. **Coordination** - Adjusting actions in relation to others' actions.
2. **Instructing** - Teaching others how to do something.
3. **Service Orientation** - Actively looking for ways to help people.
4. **Social Perceptiveness** – Being aware of others' reactions and understanding why they react as they do.

Technical Skills

1. **Operation Monitoring** - Watching dials or other indicators to make sure a machine is working properly.

Resource Management Skills

1. **Time Management** - Managing one's own time and time appointments with clients.

Desktop Computer Skills

1. **Navigation** - Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.

Responsibilities:

1. To provide ultrasound exams for each client in an atmosphere of warmth and compassion through listening and other helping skills.
2. To provide accurate information and education on abortion, sexual health and prenatal care.
3. To follow all policies and procedures regarding ultrasound, counseling, helpline, and office flow-through.
4. To offer counsel, material resources and referrals appropriate to a clients' situation.
5. To look for teachable moments with a client in order to share the love of Jesus and His plan of salvation.
6. To appropriately follow-up clients according to the policies and guidelines of the Center.
7. In scans, identify heartbeat, crown rump length and gestational sac.

Paperwork:

1. To read and follow all office procedures.
2. To keep up-to-date on statistics and information relating to ultrasound techniques, pregnancy, abortion, sexual health and adoption through in-services; magazines; journals; and newspaper articles.
3. To keep current on the information in the First Choice Women's Resource Centers referral book.
4. To record all client contact on the client Intake Forms and in Client Services computer program.

Work Context:

Body Positioning

1. Requires sitting
2. Requires standing
3. Requires using hands to handle, control, or feel objects, tools or controls
4. Requires repetitive movement
5. Requires bending or twisting

Communication

1. Requires contact with others (face-to-face, by telephone, or otherwise)
2. Requires face-to-face discussions with individuals or teams
3. Requires telephone conversations
4. Requires use of electronic mail

Conflict

1. Requires dealing with unpleasant, angry, or discourteous people

Job Hazards

1. Includes exposure to disease or infections

Level of Challenge

1. Requires being exact or highly accurate
2. Requires repeating the same physical activities or mental activities over and over
3. Freedom to determine tasks, priorities, and goals

Personal Interaction

1. Requires work with external customers or the public
2. Requires work with others in a group or team

Responsibility for Others

1. Includes responsibility for the health and safety of others

Work Setting

1. Requires working indoors in environmentally controlled conditions
2. Job tasks are performed in close physical proximity to other people
3. Requires travel to other First Choice locations as needed, to provide coverage

Tasks:

1. Observe screen during scan to ensure that image produced is satisfactory for diagnostic purposes, making adjustments to equipment as required.
2. Observe and care for patients throughout examinations to ensure their safety and comfort.
3. Provide sonogram and written summary of technical findings to physician for use in medical diagnosis.

I have read and understood the responsibilities expected in the above job description.

Employee Signature: _____ Date: _____