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**POSITION DESCRIPTION: Mobile Ultrasound Manager****Objective of the Position:**

1. To carry out the policies and directive of the Board of Directors.
2. To provide supervision of our medical/mobile ultrasound ministry.
3. To oversee the day-to-day operations of our ultrasound program.
4. Is an RN, RDMS, MA, LPN, CNA or able to perform ultrasound scans.

**Reports to:**

1. The Executive Director.
2. Supervises: The Ultrasound ministry under the direction of the Executive Director, Nurse Manager and Medical Director.

**Required Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and keeps consistent church fellowship.
2. Exhibit strong commitment and dedication to the pro-life position and sexual purity.
3. Agree with and be willing to uphold *A Caring Pregnancy Center's* Statement of Principle, Statement of Faith and policies of the Center.
4. Have a good understanding of how *ACPC* operates and available services.
5. Exercise the ability to keep information confidential.
6. Exhibit strong interpersonal, communication, and listening skills in a friendly and approachable manner.
7. Be comfortable with sharing the plan of Salvation if called upon to do so.
8. Be licensed as a registered nurse or RMDS in the state of Colorado.
9. Have a bachelor's in nursing or equivalent having excellent understanding of anatomy and physiology.
10. Exhibit strong interpersonal, communication, and administration skills.

**Preferred Qualifications:**

1. Have two years of experience in Ob/Gyn nursing.
2. Have three years of experience in a pregnancy center or equivalent volunteer experience.
3. Have current Certification in Sonography - Limited Obstetrical Ultrasound including expertise with Transducer equipment.

**Major Duties: Ultrasound Ministry**

1. Perform all ultrasounds for clients. (training available)
2. Be familiar with all policy and procedures and update when directed by Nurse Manager whenever necessary.
3. Meet with other centers, those allowing us to park on their properties, and to promote and increase our services.
4. Help with scheduling the services of the mobile along with the Executive Director.

5. Order all materials, medical supplies, and equipment needed for the mobile ministry or give supply needs to the appropriate staff member. Keep an inventory.
6. Responsible for upkeep of equipment, including licenses, and placing drivers on the insurance policy as needed or directed by Executive Director.
7. Provide monthly reports for the Board of Directors on number of ultrasounds, results, areas being serviced by the mobile, and comparisons monthly and yearly.
8. Work within the budget provided by the Board of Directors and Executive Director.
9. Work with Executive Director in the promotion of Mobile Ultrasound to other centers desiring to go mobile, and sharing the mobile ministry in the community.
10. Attend meetings and seminars as requested by the Executive Director.
11. Promote Mobile Ultrasound ministry working with the Executive Director in any other capacity as requested for special fundraising events.
12. Deliver ultrasound images to the doctor for his/her signature, and pick them up if needed.
13. If the need should arise to increase medical staff, help oversee their work (IF QUALIFIED)
14. Assist in fundraising, marketing, and development projects for Mobile Ultrasound unit if needed AND TIME PERMITS.

Help supervise and schedule volunteer medical staff and others.

#### **Compensation and Benefits:**

**Salary and Compensation:** ACPC offers paid sick leave, vacation/personal leave, and holiday pay to all employees working 20 hr. or more each week. In addition, ACPC participates in Supplemental insurance through Aflac and Colonial Life for which employees may benefit.

1. \$15.00-\$17.00 per hour / up to 40 hours per week
2. Twelve paid holidays + One personal day each year
3. Accrued Vacation time
4. Accrued Sick leave
5. Colonial Life benefits package available – employee registered
6. Aflac benefits package available - employee registered
7. Annual Staff Retreat / Regional Conference
8. Training and In-Service opportunities – Professional Development
9. Christian Work place – Spiritual Development
10. Family focused – flexible
11. Appreciation Events and Receptions

**Submit Completed Application, Resume and Cover Letter/Letter of Intent to:** The Executive Director, Tamra Axworthy at [Puebloacpc@gmail.com](mailto:Puebloacpc@gmail.com).



