

Loreto House

1100 N. Bonnie Brae St.
Denton, Tx 76201

Job Description **Nurse Sonographer**

November 9, 2023

Loreto House is a 501-C-3 non-profit pro-life organization. The mission statement is:

To help bring about a "Culture of Life." In faithfulness to the Magisterium and teachings of the Holy Roman Catholic Church, the Corporation will put into action the "Gospel of Life" and "Theology of the Body" of John Paul the Great. All persons, from conception, till natural death, deserve the dignity given to them as a "Child of God", made in His image and likes. The Corporation will strive to see Jesus in all it serves as life is sacred and precious, and to provide crisis pregnancy counseling and advise women on alternatives to termination of an unexpected or unwanted pregnancy.

Position: Nurse Sonographer

Class: Full time 32- 40+ hours per week

Class: Non-exempt

Hourly compensation: negotiable

Health Reimbursement Plan provided: QSEHRA plan after 60 days of service.

403 B Retirement: Employee eligible to participate after one year of service.

Job Duties

The Nurse Sonographer works under the direct supervision of the Business manager and Center Directors.

Primary Duties

- Provide clinical services within the scope of training and expertise, including pregnancy testing, counseling, and ultrasounds.
- Thoroughly explain all medical consent forms to guests and answer questions.
- Document guest care in software and properly maintain guest records.
- Provide guests with health education (pregnancy decision options, STI's, physicians, etc.)
- referrals, medical care/follow up, and other pertinent referrals.
- Conduct follow up with guests, as necessary, according to Loreto House policy and procedures.
- Provide guests with counseling/education, facilitating group classes and assistance with guests in labor at local hospital.
- Maintain proficiency in the Advocate role and be able to facilitate any educational class in Loreto House curriculum.
- Counsel abortion-minded women and share alternatives to abortion.
- Other duties that the Executive Director or Business manager deem appropriate to improve the pregnancy or parenting situation of our guests.
- Communicate with the Medical Director concerning test results and any appropriate outside referrals.
- Perform pregnancy tests.
- Obtain consent and provide sonograms on all initial guest visits after receiving a positive pregnancy test. Measure for gestational due date, positioning, and heartbeat).

- Proper implementation of Loreto House policies and procedures, including compliance with OSHA, HIPAA, HHS agencies, confidentiality, and infection control.
- Ensure proper disinfection of medical/sonogram room, all equipment and exam room.

Continuing Education/Other requirements

- Maintain active nursing license in the state of Texas.
- Maintain additional certifications as needed.
- Sonogram certification and experience is a plus but Loreto House will consider paying for necessary training to enable proper certification on a case by case basis.
- Loreto House is a Catholic 501-c-3 non-profit and an official apostolate of the Catholic Diocese of Fort Worth. The applicant for this position must be Catholic and agree with the Loreto House Statement of Faith.
- Preserve relationships with Guests as much as possible, maintaining visibility during operational hours.
- Maintain Center's Holiness presentation and cleanliness, inside the work area.
- Work in collaboration with all Departments of Loreto House to ensure guests receive necessary services to meet their individual needs.

Additional requirements and other duties

- Ability to work with Microsoft applications, including Outlook, Word, Excel, Power Point, and other applications. Basic computer skills required and the ability to work office phone, I.T. systems, and other technical aspects of a modern-day organization
- Communicate all correspondence with proper English composition and clarity. Reports should be professional in appearance.
- Will work closely with the Business Manager and may assist & lead meetings with Guests, Advocates, and other staff, and outside resources.
- Must be a practicing Catholic and in agreement with the Loreto House Statement of Faith.
- Will be asked to participate in parish fund raising, speaking engagements to further the mission. Some weekend work may be necessary for dedicated events, parish talks, etc.
- Act as an ambassador for Loreto House and will leverage personal opportunities and associations to help spread the good works of Loreto House.
- The Nurse/Sonographer will also work in the Advocate role when not actively performing sonograms. This will include facilitating sessions with guests for educational and peer-to-peer counseling to improve the parenting or pregnancy situation of our guests.
- If the applicant needs additional training for sonogram purposes, Loreto House will consider funding such training on a case-by-case basis.

Please send resume to Info@loretohouse.org.