



## Employment Opportunity Profile

### Ultrasound Assistant

Full-time or Part-time position available



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## Missional Overview

AlphaCare seeks to [empower pregnant women and families](#) by providing health and social services, and serving as a bridge to community resources. While celebrating AlphaCare's 40<sup>th</sup> anniversary, this well-established Philadelphia non-profit envisions a Philadelphia community where everyone experiences [hope, health and healing](#).

To that end, AlphaCare provides [medical services](#), including lab-level pregnancy testing and limited obstetric ultrasounds, [social services](#) and [community resources](#). Providing all services free of charge, AlphaCare strives for excellence in quality of care.

While the main office is in [West Philadelphia](#) on Lancaster Avenue, in 2016 AlphaCare added a [Mobile Medical Unit](#) (MMU) and more recently opened a satellite office in [Kensington](#) for social services. The MMU, fully equipped with ultrasound, serves clients in different locations throughout the city. These two additions allow AlphaCare to reach more women in their own communities.

AlphaCare values diversity and is committed to the advancement of cultural competence. Each staff member brings a unique perspective and background, while all share a commitment to pro-life and Christian core values. When you join the staff at AlphaCare, you are joining a team [dedicated to making a difference](#) in the Philadelphia community.

## Position Summary

The [Ultrasound Assistant](#) assists the registered nurses during medical appointments including ultrasound observation and HIPPA protected database entry under the general direction of the Medical Services Manager in the office and Mobile Medical Unit. As needed, the Ultrasound Assistant monitors the phones and electronic communications to respond to client inquiries and schedules appointments. Full-time or part-time candidates will be considered.

## Duties and Responsibilities

### Medical Assisting

- Prepare the examination area for pregnancy tests and ultrasounds and cleaning-up after each appointment.
- Be present and offer support to patients while the ultrasound is being performed.
- Assist the nurses with maintaining client charts, entering client data utilizing the organization's electronic databases and maintaining patient file quality control procedures.

### Administrative Support

- Welcome arriving clients and periodically assist at the front desk with incoming phone calls and electronic communications as needed.
- Monitor after hour phone lines within an on-call rotation.
- Help with follow-up of clients as necessary.

## Qualifications

### Required

- Enthusiastic embracing of AlphaCare's vision, mission and statements of doctrine and purpose
- Enjoy people and demonstrate excellent customer service skills
- Flexibility, multi-tasking and willingness to perform additional tasks as assigned
- Ability to follow strict policies and protocols for appointment scheduling and operations
- High degree and range of cultural humility
- Ability to interact with ease and grace with diverse personalities and situations

AlphaCare is an equal opportunity employer. AlphaCare is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Interested applicants, please email  
resume and cover letter to  
AlphaCare at [office@alphacarephilly.org](mailto:office@alphacarephilly.org).