



Employment Opportunity Profile

Ultrasound Assistant

Full-time or Part-time position available



3807 Lancaster Ave., Philadelphia, PA 19104
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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 40th 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 seeks to be inclusive in our search for and integration of staff, volunteers, board members, and financial partners. We do this to acquire a wide range of skills, experience, and insight in order to best meet the needs of and serve our diverse client population. 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 Client Services Manager in the office and Mobile Medical Unit. The Ultrasound Assistant is responsible for following up with AlphaCare patients for continued support and understanding outcomes. As needed, the Ultrasound Assistant monitors the phones and electronic communications to respond to client inquiries and schedules appointments. Pay rate ranges \$17-\$22 an hour based on experience. 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 quality control of patient records and medical supplies.
- Keep relevant literature for patients in stock for nurses to provide as needed.

Medical Appointment Follow-up

- Responsible for contacting patients who have had a medical appointment at AlphaCare, to allow for continued support and care as needed, specifically offering enrollment in the Social Services Program.
- Maintain accurate client notes in order to thoroughly document client outcomes and enrollment in the Social Services program.

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.
- Order and maintain stock of medical supplies and equipment.

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 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. We aim for a diverse and inclusive 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.