



Job Description: August 26, 2022

Nurse/sonographer/advocate

Hours: 9-5pm

Job Status: 4 days per week 32

hours plus, Hourly rate

Department:  
Medical Services

Reports to: Executive Director and Medical Services Director

Hours: 32-34 (4 days per week)

Salary: Hourly, negotiable

Health insurance reimbursement plan, QSEHRA plan effective Jan. 2023

**Summary:** Loreto House has immediate opening for a nurse/sonographer. Must be a current RN. Sonography experience preferred but Loreto House will pay for OB certification training.

**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 prior to providing medical services. Document guest care in software and properly maintain guest records. Review guest records for completeness and obtain necessary signatures. Provide guest 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 (pending Covid restrictions). 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/Birth Services Director deem appropriate for Advocate or Birth Services Department.

**Medical Services/Operations**

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, TPCN, confidentiality and infection control. Ensure proper disinfection of medical/sonogram room, all equipment and exam room. Facilitate well visits for pregnant guests (blood pressure checks, health history, weight checks).

**Continuing Education/Other requirements**

Maintain active nursing license in the state of Texas. Maintain additional certifications, including CPR, TPCN, HIPAA etc.

**Obtain training and certifications related to sonograms as requested by Loreto House. Loreto House will pay for all necessary training to obtain necessary skills and certification for providing sonograms.**

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.

Please send resume and salary expectations to:

Tracy DuBois  
Medical Services Director  
Loreto House  
Tracy@loretohouse.org