



2870 Middle Street
Little Canada, MN 55117
(651) 777-0350
501©3 organization
womenslifecarecenter.org

Front Desk Specialist Job Description

Women's Life Care Center, serving Saint Paul, Minnesota, and the north metro

Employment Type: Seeking one 22 hour/week staff member or volunteer

Reports to: Director of Client Services & Executive Director

Compensation: Employee: TBD based on qualifications. Benefits include: PTO & paid Holidays & AFLAC

Volunteers: Unpaid. Benefits: N/A

Who We Are: A pregnancy resource center and medical clinic making a positive impact in the lives of pregnant and parenting mothers in our local community for nearly 40 years. The Women's Life Care Center exists to promote the sanctity of human life, born and unborn, through the provision of abortion alternative services that empower mothers to choose life. Our vision is a community where all parents embrace the value of human life and rise to meet the challenges of pregnancy and parenthood.

Job-Related Responsibilities:

- Greet visitors, welcome, and direct them appropriately.
- Answer all incoming calls and as necessary direct calls to appropriate personnel.
- Set client appointments and update chart information if necessary.
- Maintain staff and resource directories.
- Ensure the front desk is neat, presentable, and equipped with all the necessary supplies such as pens, forms, and paper.
- Accept all letters and packages and distribute them to their appropriate locations.
- Monitor, organize and collect finished client surveys.
- Track and order office equipment and supplies.
- Prepare outgoing mail (envelopes, packages, etc.)
- Operate office equipment, such as photocopier, printers, etc.
- Assist with closing office at end of day, including cleaning up, turning off lights, locking doors, and taking out trash.
- Attend staff meetings, trainings and strive to increase knowledge of client support and services offered.
- Complete other relevant duties as assigned by Executive Director and Director of Client Services.

Qualifications:

- High School Diploma or Equivalent
- Supports and promotes the Center's Mission, Vision and Core Values.
- Effective interpersonal communication skills, especially in oral and written communication.
- Organization skills to keep accurate records and find important information quickly.
- Be able to work with people of culturally diverse backgrounds.
- Possess a calm, confident, approachable disposition, and effective listening skills.
- Be well organized, flexible, dependable and have an excellent work ethic.
- Proficiency in Microsoft Office products and typing.

Email resumes to ccarlisle@womenslifecarecenter.org. Anticipated start date: March 1st, 2023.

Registered Diagnostic Medical Sonographer (RDMS) Job Description

For: Women's Life Care Center, serving Saint Paul, MN and northern suburbs

Employment Type: Seeking one Part time, 10 hours/week RDMS with OB/GYN specialty.

Reports to: Nurse Manager & Medical Director for medical services & Executive Director for clinic operations

Who We Are

A pregnancy medical clinic and resource center making a positive impact in the lives of pregnant and parenting mothers in our local community for over 35 years. The Women's Life Care Center's mission is to promote the sanctity of human life, born and unborn, through the provision of abortion alternative services that empower mothers to choose life. We work to fulfill our mission by providing free life coaching, parenting, prenatal & maternal wellness services as well as the medical services of lab quality pregnancy tests and limited OB ultrasounds. Our vision is a community where all parents embrace the value of human life and rise to meet the challenges of pregnancy and parenthood.

Position Summary

Responsibilities: To provide, support and maintain professional standards of care for clients while performing pregnancy testing and limited obstetric ultrasounds services, assess client needs and make medical decisions which reflect safe practices and the policies of our center. The RDMS, under general supervision of the Nurse Manager, Medical Director, and Executive Director, is responsible for planning and performing direct and indirect interventions, maintaining accurate medical records, assuring implementation of physician's orders, and a variety of other clinic functions. Training for competency in limited obstetric ultrasound will be provided by National Institute of Family and Life Advocates (NIFLA) and Soundview Imaging.

Qualifications:

- Supports and promotes the Center's Mission, Vision, and Core Values;
- Demonstrates exceptional working knowledge of ethical sonography methods, principles, and practices in relation to the prevention and treatment of disease, safety and infection control, and work in conjunction with physician, nurses and other key staff to ensure patients receive the best medical care possible;
- Complies with all policies and procedures of Women's Life Care Center;
- Possesses strong analytical, problem solving, planning, organizational, technical and interpersonal skills-with an emphasis on excellent 'bedside manner';
- Demonstrates proficiency in oral and written communication, leadership, and teamwork.
- Candidate needs to be motivated, trustworthy, respectful, responsible, professional, reliable, adaptable, punctual and able to handle the physical demands of this position.

Education and/or Experience

- One to two years of related work experience preferred;
- Good computer skills and knowledge of database software; Internet software; Spreadsheet software and Word processing software;
- Completion of hands-on instruction, training and skills assessment in Limited OB Ultrasound from Soundview Imaging, a recognized Ultrasound Training Program based on AWHONN guidelines

Certificates, Licenses, Registrations:

- Holds a current RDMS credential with the American Registry for Diagnostic Medical Sonography with an OB/GYN specialty.

Compensation

- Based upon agreed hours, experience, qualifications, and commitment
- Send Resume to: **Colleena Carlisle, Director of Client Services**, ccarlisle@womenslifecarecenter.org

Staff Nurse Job Descriptions - RN

For: Women's Life Care Center, serving Saint Paul, MN and northern suburbs

Employment Type: Seeking one 10 hour/week staff to fill the Staff Nurse position

Reports to: Nurse Manager and Medical Director for medical services & Executive Director for clinic operations

Who We Are

A pregnancy medical clinic and resource center making a positive impact in the lives of pregnant and parenting mothers in our local community for over 35 years. The Women's Life Care Center's mission is to promote the sanctity of human life, born and unborn, through the provision of abortion alternative services that empower mothers to choose life. We work to fulfill our mission by providing free life coaching, parenting, prenatal & maternal wellness services as well as the medical services of lab quality pregnancy tests and limited OB ultrasounds. Our vision is a community where all parents embrace the value of human life and rise to meet the challenges of pregnancy and parenthood.

Position Summary

Responsibilities: To provide, support, and maintain professional standards of care for clients while performing pregnancy testing and limited obstetric ultrasounds services, assess client needs and make medical decisions which reflect safe practices and the policies of our center. Under general supervision of the Nurse Manager, Medical Director and Executive Director, the Staff Nurse is responsible for planning and performing direct and indirect nursing interventions, maintaining accurate medical records & assuring accurate implementation of physician's orders. and a variety of other clinic functions. Training for competency in limited obstetric ultrasound will be provided by National Institute of Family and Life Advocates (NIFLA) and Soundview Imaging.

Qualifications:

- Supports and promotes the Center's Mission, Vision, and Core Values;
- Demonstrates exceptional working knowledge of ethical nursing methods, principles, and practices in relation to the prevention and treatment of disease, safety and infection control, and work in conjunction with physicians, nurses and other key staff to ensure patients receive the best medical, nursing and psychosocial care possible;
- Complies with all policies and procedures of Women's Life Care Center;
- Possesses strong analytical, problem solving, planning, organizational, technical, interpersonal skills with an emphasis on excellent 'bedside manner';
- Demonstrates proficiency in oral and written communication, leadership, and teamwork;
- Candidate needs to be motivated, trustworthy, respectful, responsible, professional, reliable, adaptable, punctual and able to handle the physical demands of this position.

Education and/or Experience

- One to two years related experience and/or training;
- Good computer skills and knowledge of database software; Internet software; Spreadsheet software and Word Processing software;
- Completion of hands-on instruction, training and skills assessment in Limited OB Ultrasound from Soundview Imaging, a recognized Ultrasound Training Program based on AWHONN guidelines

Certificates, Licenses, Registrations

- Current RN Licensure in Minnesota
- Ultrasound Training and Documentation of Competency to perform Limited Obstetric Ultrasounds

Compensation

- Based upon agreed hours, experience, qualifications and commitment
- Send Resume to: **Colleena Carlisle, Director of Client Services, ccarlisle@womenslifecarecenter.org**