

Memorial Hospital of Carbon County

Rawlins, WY

307-324-2221

JOB POSTINGS

8.29.16

<p>Director of Quality, Risk Management, and Infection Control</p>	<p>Administration</p>	<p><i>The Director of Quality, Risk Management, and Infection Control develops and implements policies, procedures, and annual strategic plans with respect to hospital quality and risk; provides education to hospital employees, Board of Trustees, and physicians regarding quality and risk requirements and objectives; enforces and assures that the hospital employees, Board, and physicians follow quality and risk rules and regulations; provides for multiple means of communication for employees, Board of Trustees, and physicians to report quality and risk concerns or violations; reports, investigates, evaluates, and resolves quality and risk concerns; Supervises the employees in, patient services, risk management, quality, and infection control. At least 5 years of healthcare experience. Bachelor's Degree required. CPHQ or Lean preferred. Must have data collection, analysis, and problem solving skills.</i></p> <p>Full time</p>
<p>Chief Human Resources Officer</p>	<p>Administration</p>	<p><i>The Chief Human Resources Director (CHRO) is responsible for defining, evaluating, and administering all aspects of the Human Resources functions for the hospital and associated clinics. These responsibilities include, employee recruitment, selection, placement, and retention; Total compensation including salary, and benefits policies, products, and administration; Regulatory compliance, personnel policy evaluation, development, and administration; Personnel records and management; Employee relations including employee engagement, problem solving, and employee discipline; Employee performance management and evaluation; and Organizational Health. Prefer a recognized certification as a human resources professional such as PHR, SPHR, or GPHR. Bachelor's Degree in Human Resources, Business Management, or related discipline. Master's Degree preferred. Minimum of five years of experience in Human Resources including leadership responsibilities. Hospital/healthcare Human Resources Experience preferred.</i></p> <p>Full time</p>
<p>Executive Assistant</p>	<p>Administration</p>	<p><i>The Executive Assistant reports to the Chief Executive Officer and is responsible for facilitating the work of the Administration Office including scheduling administrative and board meetings and taking minutes for meetings, coordinating the contracting process, coordinating the review of policies and procedures, organizing and maintaining administrative files, among other administrative duties. Provides direct support to the Chief Executive Officer (CEO), Chief Financial Officer (CFO), and the Chief Nursing Officer (CNO). The position involves dealing with members of the public, medical staff, and employees. Must be detail oriented, organized, customer focused and proficient with Microsoft Word, Excel and PowerPoint. Associates Degree or equivalent.</i></p> <p>Full time</p>
<p>Physical Therapist</p>	<p>Physical Therapy</p>	<p><i>Must be a graduate from AMA approved school of Physical Therapy. Must be registered and licensed by the State of Wyoming. (2 positions available)</i></p> <p>Full time</p>
<p>Physical Therapy Aide</p>	<p>Physical Therapy</p>	<p><i>Must have a PTA license, BLS certified, and at least 2 years' experience.</i></p> <p>Full time</p>
<p>Registered Nurse</p>	<p>Acute Care Unit</p>	<p><i>\$3,000 sign on bonus w/ 1 year commitment. Wyoming license RN, experience to cross train. Must be willing to float and work nights. Call schedule, demonstrates competency in nursing skills, supportive and complimentary to co-workers. Excellent interpersonal skills, desires excellence and compliance in patient family centered care. (2 positions available)</i></p> <p>Full time-Nights</p>
<p>Registered Nurse</p>	<p>OB</p>	<p><i>\$3,000 Sign on Bonus w/1 year commitment. Wyoming RN License-Two year OB experience in labor and delivery. Must be NRP, Fetal Monitoring, BLS, and STABLE Certified. Demonstrates competency in nursing skills, supportive and complimentary to co-workers. Excellent interpersonal skills, desires excellence and compliance in patient family centered care.</i></p> <p>Full time-Nights</p>
<p>Registered Nurse</p>	<p>Emergency Room</p>	<p><i>Licensed in the State of Wyoming as a Registered Nurse. 3 years RN experience. Critical Care Experience preferred. ACLS, PALS, BLS Certified, must receive TNCC Certification within 6 months.</i></p> <p>Full time-nights</p>
<p>Ultrasound Technologist</p>	<p>Radiology</p>	<p><i>Perform high quality general Ultrasound and Radiographs to assist the Radiologist in all aspects of special imaging diagnostics. Must be ARRT Registered and Wyoming licensed.</i></p> <p>\$3,000 sign on bonus w/ 1 year commitment Full time</p>
<p>Radiologic Technologist</p>	<p>Radiology</p>	<p><i>Perform high quality Radiology exams to assist the Radiologists in all aspects of special imaging diagnostics. Must be ARRT Registered and have a WY License. Experience in X-Ray, CT, and Ultrasound preferred.</i></p> <p>PRN</p>
<p>Medical Technologist/ Medical Lab Tech</p>	<p>Lab</p>	<p><i>At least 3 years' experience preferred as an MT/MLT Generalist with microbiology background. Must be available to work evening shift, rotating weekends, holidays, and call. Will accept new graduates with ASCP or AMT certification.</i></p>

			Full time
	Medical Assistant/ Front Desk Float	Clinics	<p>Responsible for assisting the provider in direct patient care as well as procedures, blood draws and administering medications as directed by provider. High school diploma or equivalent plus completion of accredited course as a medical Assistant. One year experience in health provider office of in health field.</p> <p>PRN</p>
	Clinic Supervisor	Spruce Medical Clinic	<p>Responsible for the successful management and operation of medical practices to include one or more clinic sites. Provides medical and/or surgical specialists with resources necessary to meet the needs of patients and meet the financial objectives of the practice and group. Associates Degree is required. A Bachelor Degree is preferred and the ability to communicate with Physicians, Staff, and Patients. Minimum of two years supervisor experience and/or training; or equivalent combination of education and experience. Experience in healthcare management preferred. Experience working in a clinic preferred.</p> <p>Full time</p>
	Medical Assistant	Spruce Medical Clinic	<p>Responsible for assisting the Provider in direct care as well as procedures, blood draws and administering medications as directed by the Provider. High School Diploma or equivalent. Completion of accredited course as a M.A. preferred but not required. One year experience in a health provider office or in a related field.</p> <p>Full time</p>
	EMT	Ambulance	<p>Wyoming EMT Licensed- Must be able to handle stressful situations, work as a strong team player, and be able to multi-task. Will also have to work rotated shifts days or nights. Will be working on the ambulance and the ER, it is a hospital based ambulance service. CPR Certified, ACLS, and EMT-I.</p> <p>1 Full Time and 1 PRN</p>
	Admissions Rep	Admissions	<p>Prior relevant work experience in a healthcare office setting preferred. Requires skills in general office work, computer applications, outstanding customer service and a high degree of attention to detail and data entry accuracy. Requires a High School Diploma or equivalent. Applicants must be willing to work shifts</p> <p>PRN</p>

For additional information or to apply, please contact Human Resources.