

STATUS	JOB TITLE	DEPARTMENT	JOB DESCRIPTION & QUALIFICATIONS
Fulltime	<b>Inventory Specialist</b>	<b>Materials Management</b>	The Inventory Specialist is responsible for a variety of duties involving inventory and procurement with vendors and customers. Other duties include supervision of the inventory cycle; accounting and reporting of inventory, product returns, and damages; restocking and filling orders; and estimation of potential stock requirements. Requirements include: Prefer Bachelor's degree in administration, material management, supply chain or related field; computer skills and knowledge in inventory software and programs are a must; strong calculative and analytical skills; excellent communication skills; ability to meet required deadline; strong time management and multitasking skills.
Fulltime temporary 1 position	<b>Operations Specialist</b>	<b>Business Office</b>	The Operations Specialist is responsible for supporting all business office and admission operations. This includes but is not limited to performing account collections for insurance and patient portions, researching and processing refunds, and working business office related reports. Qualifications include: High School graduate or GED, some college is preferred; previous experience with accounting, billing and collecting is highly desirable; accurate typing skills and basic experience with computers; must possess high quality and positive interpersonal skills.
PRN (on call as needed) 1 position	<b>Custodian</b>	<b>Environmental Services</b>	Cleans and sanitizes offices, ancillary patient care areas and furnishings in assigned work areas. Removes trash and linens. Operates heavy floor scrubbers, strippers, waxers and buffers.
PRN 1 position	<b>C.N.A.</b>	<b>Outpatient Surgery</b>	The CNA assists professional personnel by performing direct patient care activities and related nonprofessional services necessary in caring for the personal needs and comfort of patients. Will also be responsible for cleaning rooms to prepare for the next surgery case. Responsible to put patient charts together. Must have current CNA certificate from the Wyoming State Board of Nursing or attain within 16 weeks of hire date and current BLS.
Fulltime	<b>RN</b>	<b>ICU</b>	Provides direct and indirect patient care through the use of the nursing process and is accountable for the practice as defined by the laws of the State of Wyoming. Current Wyoming RN license and BLS required.
Fulltime	<b>RN</b>	<b>ER</b>	Provides direct and indirect patient care through the use of the nursing process and is accountable for the practice as defined by the laws of the State of Wyoming. Current Wyoming RN license and BLS required.
Fulltime	<b>RN</b>	<b>Med/Surg Unit</b>	Provides direct and indirect patient care through the use of the nursing process and is accountable for the practice as defined by the laws of the State of Wyoming. Current Wyoming RN license and BLS required.
Fulltime	<b>RN Director</b>	<b>Surgery/OR</b>	The Unit Nurse Director provides direct & indirect patient care through the use of the nursing process and is accountable for the practice as defined by the laws of the State of Wyoming. Plans, organizes & coordinates patient care activities. Maintains harmonious inter and intra-departmental relationships and applies management concepts of planning, organizing, directing and staffing.