

EXCEPTIONAL PLACE.

*Exceptional People.*

### **Iverson Memorial Hospital**

is committed to embracing the talents and expertise of exceptional people who strive to further our mission to promote wellness and healing in our community. We believe in respecting the dignity and worth of every individual within our team and support them in every effort to provide quality patient-centered care. People with passion and an intellectual curiosity will find a home at Iverson where our priority is to promote organizational growth and personal learning. Those who hear the call to live in the elevated Laramie River Valley at the foot of the Snowy Range can find their destiny and a warm welcome to the Iverson Family.

## *Allied Health Opportunities*

### **Medical Laboratory Technician—ASCP**

Reporting to the Laboratory Manager, the Medical Laboratory Technician performs phlebotomy and laboratory procedures on blood and body fluids, using appropriate laboratory equipment in accordance with Federal, State and accrediting regulatory agencies. Associates degree in related field required.

### **Medical Technologist / Medical Laboratory Scientist —ASCP**

Reporting to the Laboratory Manager, the Medical Technologist ASCP collects specimens and performs analysis on various chemical, microscopic and bacteriologic tests to provide physicians with pertinent information regarding the patient's health. Bachelor's degree in Medical Technology or other related field required.

### **Physical Therapist**

Reporting to the Director of Rehabilitation Services, the Physical Therapist carries out all aspects of Physical Therapy services for patients as prescribed by an accepted healthcare professional referral. The Physical Therapist provides evaluations and treatment as needed for referred Physical Therapy services. Must be a graduate of an American Physical Therapy Association accredited Physical Therapy program. Must hold a Bachelor's of Science degree in Physical Therapy.

### **Radiology Technologist**

Reporting to the Director of Imaging, the Registered Radiology Technologist is responsible for providing quality radiographs in the Radiology Department as well as in the OR, the ED and at the bedside. Must be a graduate from an accredited Radiology Technologist program and must maintain CEU credits as required by licensure.

### **Respiratory Therapist—Registered**

Reporting to the Clinical Director of Cardiopulmonary, the Registered Respiratory Therapist provides direct patient care in the areas of respiratory care, cardiac care, neurology/sleep for all patients from neonate to geriatric. Must be a graduate from an AMA approved school of Respiratory Therapy.

### **Medical Assistant**

Reporting to the Practice Manager at AGMS/SRSS, the Medical Assistant (MA)/Phlebotomist is responsible for assisting assigned provider in a manner that is consistent with the MA scope of practice. This position is also responsible for performing phlebotomy/specimen collection duties as assigned. At least one year of experience is preferred and have a current Medical Assistant certification.

### **Ultrasound Technologist**

Reporting to the Director of Imaging, the purpose of this position is to perform high quality general ultrasound, echo and radiographs and to assist the Radiologist in all aspects of special imaging diagnostics. Must be a graduate of an accredited Radiology Technologist program, a graduate of an accredited Ultrasound program or equivalent, and must be able to provide proof of successful completion of required CEU credits. Associates Degree in Radiology preferred.

### **Surgical Technologist**

Reporting to the Director of Perioperative Services, the Surgical Technologist supports the care of surgical patients during the perioperative phase of care. All patient care, treatment and services are provided within current Federal, State, and Local standards, rules, regulations and guidelines which govern IMH. Must be a graduate of an accredited surgical technologist program and must be certified by the ASA as a CST or complete certification within 3 months of hire and maintain credential throughout employment with IMH.

### **Phlebotomist**

Reporting to the Laboratory Manager, the Phlebotomist is responsible for the collection of specimens, including blood for the purpose of analytical lab testing. At least one year of experience is preferred unless currently certified by the ASCP or equivalent.

## *Nursing Opportunities*

### **Registered Nurse**

Registered Nurses provide direct nursing care and prescribe, delegate and coordinate the nursing care provided throughout the hospital. All care, treatment and services provided are within current Federal, State and Local Standards, Guidelines, and Regulations which govern IMH and ensure that the highest degree of quality care is maintained at all times. Must be a graduate of an accredited school of Nursing.

### **Licensed Practical Nurse, Snowy Range Surgical Specialties**

The Licensed Practical Nurse (LPN) provides and supports the care of patients seen at the Snowy Range Surgical Specialties. The LPN performs their duties under the supervision of the physician. Must be a graduate from an accredited school of Nursing.

### **CNA/Unit Secretary**

The CNA/Unit Secretary supports nursing care of patients throughout the unit and IMH. All nursing care, treatment and services provided are within current Federal, State and Local standards, guidelines, rules and regulations which govern IMH and ensure that the highest degree of quality care is maintained at all times. Must have a current, valid CNA certification issued within the State of Wyoming.

## *Administrative/Professional Opportunities*

### **Coder**

Reporting to the Director of Health Information Management, the Coder assigns codes for inpatient, outpatients and emergency room records and abstracts required information. Two years of coding experience in a hospital setting required. Must have previous Health Information Records ICD 9 and CPT Coding experience.

### **Revenue Cycle Specialist**

Reporting to the Supervisor Director of Patient Financial Services and Patient Access, the Revenue Cycle Specialist is responsible for facilitating positive relationships, improve communication, increase customer satisfaction and provide support to the Revenue Cycle team. Bachelor's degree in Communication, Business or other related field is required. Experience in a customer service setting is also required.

### **Guest Relations/Marketing Assistant**

Reporting to the Vice President of Marketing and Foundation, the Guest Relations/Marketing Assistant greets patients and visitors, receives and sorts the mail, assists with internal and external marketing campaigns as well as Foundation activities. Previous experience in customer service, marketing, and experience in a healthcare setting preferred.

### **Unit Secretary**

Reporting to the Director of Perioperative Services, the Unit Secretary facilitates communication between the OR managers, personnel, medical staff and patients and supports the organized delivery of patient care, treatment and services. The Unit Secretary is primarily responsible for scheduling procedures, answering the phone, organizing and disseminating appropriate information regarding the surgery schedule and coordinating communication with surgeons' offices. Experience as a receptionist and/or schedule for a medical office is preferred.

### **Admitting Representative**

The Admitting Representative assists the Internal Medicine Clinic patients and staff with their clerical needs, including receiving and admitting patients, coordinating schedules, conducting insurance authorizations, ordering and stocking office supplies, and maintaining and updating files. Previous experience in an admitting position or physician's office preferred.

### **Pro Fee Billing / Collections**

Responsible for all aspects of physician services billing and collections, this position is responsible for posting claims, finalizing claims in an appropriate manner, reconciling payments and balancing the cash drawer. Coding and physician billing experience preferred.

## *Service & Trade Opportunities*

### **Environmental Services Technician (Housekeeping/Custodial)**

Reporting to the Director of Facilities, and the Environmental Services Supervisor, the Environmental Services Technician provides a clean, sanitary, attractive and orderly condition of their assigned areas, follow instructions, uses proper cleaning techniques, properly uses IMH supplies and practices safety in all areas of IMH. No previous cleaning experience required, but preferred.

### **Room Service Assistant (RSA)**

Reporting to the Clinical Nutrition Manager, the Room Service Assistant (RSA) is responsible for all aspects of the patient meal service and provides restaurant style room service with optional meal times; works with therapeutic diet orders and assists patients with meal selection according to the physician prescribed diet. The RSA is responsible for recording intake information for each meal in the patient's medical record. At least one year food handling and customer service experience preferred, preferably in a healthcare or clinical setting.

### **Inventory Specialist**

Reporting to the Director of Materials Management, the Inventory Specialist receives stores and distributes sterile and non-sterile medical/surgical supplies utilized in patient care areas. The Inventory Specialist tags supplies, stocks shelves, and maintains the smooth operation of the department. Previous experience in a hospital setting is preferred.

To apply for any of these positions, please go to [www.iversonhospital.org](http://www.iversonhospital.org) and click on "Career Opportunities" to fill out our official online application.

Iverson Memorial Hospital is an equal opportunity employer.

