

# MHCC JOB POSTINGS

6/18/19

<p><b>Administration</b></p>	<p><b>CNO</b></p>	<p><b>POSITION SUMMARY:</b> The Chief Nursing Officer is a Key Management position and works directly under the supervision of the C.E.O. This position is responsible for planning, coordinating, implementing and administering all direct clinical patient care activities of the hospital. Directs and delegates management of professional and ancillary clinical patient care providers. As Chief Nursing Officer, manages and directs the organization toward its primary mission. Establishes current and long range objectives, plans and policies, and Board approval. Assists in overseeing the adequacy and soundness of the organizations' daily operation of the hospital to include the financial structure. Reviews operation results of the organization, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results. Represents the Hospital throughout the community <b>POSITION REQUIREMENTS (Minimum qualifications for the position)</b>  <b>Licensure/Certification/Registration:</b> Current Wyoming RN licensure, CPR certification. <b>Education:</b> Graduate of an approved school of nursing. BSN required Master's degree preferred. <b>Experience:</b> Desirable characteristics include at least five years of clinical nursing a minimum of two years supervisory/management experience preferred. <b>Special qualifications:</b> Organization skills, basic computer skill, effective communication skills required. Must be able to handle multiple tasks and prioritize effectively. <b>Hours of work:</b> 24 hour/7days per week on-call responsibility.</p> <p><i>Full time</i></p>
<p><b>OB</b></p>	<p><b>Labor and Delivery RN</b></p>	<p><b>POSITION SUMMARY:</b> The Registered Nurse is a professional nurse who assumes responsibility and accountability for the delivery and management of patient care. The RN utilizes the nursing process, the healthcare environment, and current technology to provide a climate which optimizes patient care and staff development. Sign On Bonus may be available for experienced OB RN. <b>POSITION REQUIREMENTS (Minimum qualifications for the position).</b>  <b>Licensure/Certification/Registration:</b> Current Wyoming Licensure as a Registered Nurse required. BLS (CPR) required. NRP certification required. AWOHHN fetal monitoring. <b>Education:</b> Graduate of an accredited school preparing Registered Nurses. <b>Experience:</b> One year in area of practice preferred but not required. <b>Special qualifications:</b> Must be able to successfully complete established competencies for the position within designated probationary period. Effective communication skills; both oral and written. Computer skills needed. Ability to work with others within a team to ensure quality patient care. Strong problem-solving skills. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. <b>Hours of work:</b> Generally 12 hour shifts. Days or nights dependent upon assignment, rotating weekends.</p> <p><i>Full time</i></p>
<p><b>Acute Care Unit</b></p>	<p><b>ICU RN</b></p>	<p><b>POSITION SUMMARY:</b> The Registered Nurse is a professional nurse who assumes responsibility and accountability for the delivery and management of patient care. The RN utilizes the nursing process, the healthcare environment, and current technology to provide a climate which optimizes patient care and staff development. <b>POSITION REQUIREMENTS (Minimum qualifications for the position)</b>  <b>Licensure/Certification/Registration:</b> Current Wyoming Licensure as a Registered Nurse required. ACLS certification required within 12 months if floating to critical departments. BLS (CPR) required. <b>Education:</b> Graduate of an accredited school preparing Registered Nurses. <b>Experience:</b> One year in area of practice preferred but not required. <b>Special qualifications:</b> Must be able to successfully complete established competencies for the position within designated probationary period. Effective communication skills; both oral and written. Computer skills needed. Ability to work with others within a team to ensure quality patient care. Strong problem-solving skills. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. <b>Hours of work:</b> 12 hour night shift.</p> <p><i>Full time nights</i></p>
<p><b>ER</b></p>	<p><b>EMT-I or Paramedic</b></p>	<p><b>POSITION SUMMARY:</b> The EMT Intermediate (EMT-1) or Paramedic has the knowledge and ability to work under the supervision of the EMS Director and provide for admissions, as well as patient care in the field and hospital setting. The EMT-I must be able to function as part of the team in the ER setting with a Basic EMT, Nurse, and Physician. Must be willing to work shifts as scheduled and respond in a timely manner while on call. All second out response times must be within 20 minutes to ensure proper ER and Ambulance coverage. <b>POSITION REQUIREMENTS: (Minimum qualifications for the position)</b>  <b>Licensure/Certification/Registration Requirement(s):</b> CPR certification required. EMT-I must maintain current Wyoming EMT Basic and Intermediate certification with that is authorized and limited to the skills as outlined in the Wyoming Emergency Medical Services Act of 1977, or most current revision. Must have a clean driving record. <b>Education:</b> EMT Intermediate Certification. <b>Experience:</b> Requires up to 3 months of orientation time, and no prior experience. Strong Personal interaction skills. Strong verbal and written communication skills. <b>Hours of work:</b> Shift varies as scheduled.</p> <p><i>2 PRN positions</i></p>
<p><b>Acute Care Unit</b></p>	<p><b>CNA</b></p>	<p><b>POSITION SUMMARY:</b> Performs a variety of selected age-appropriate patient care tasks under the direction of a registered nurse that assist in the implementation of a patient's plan of care. <b>POSITION REQUIREMENTS: (Minimum qualifications for the position).</b>  <b>Licensure/Certification/Registration:</b> Current CPR (BLS). C.N.A. Certification. <b>Education:</b> High school diploma or G.E.D. required. <b>Experience:</b> Completion of a nursing assistant program or previous nursing assistant experience. <b>Hours of work:</b> As scheduled.</p>

		<i>1 Full time days and 1 Full Time nights</i>
WyHS	Access Care Coordinator	<p><b>POSITION SUMMARY:</b> An Access Care Coordinator is a qualified individual having clinic knowledge, experience and/or skills appropriate to assess the physical, mental, and/or psychological needs of the client. Provide management, coordination and guidance in the provision of services to clients through the Wyoming Home Services program as defined by the Wyoming Department of Health, Aging Division.</p> <p><b>POSITION REQUIREMENTS:</b> <i>(Minimum qualifications for the position).</i></p> <p><b>Licensure/Certification/Registration:</b> State of Wyoming, Aging Division ACC Certificate or obtain within 6 months of hire date. <b>Education:</b> High school diploma or G.E.D. <b>Experience:</b> Previous experience in a home care setting preferred. <b>Hours of work:</b> 8 hour shifts Monday-Friday</p> <p><i>Full time</i></p>
Radiology	Radiology Tech	<p><b>POSITION SUMMARY:</b> Performs and assists with high quality diagnostic radiographic imaging exams focusing on patient care and education. Supports and helps to achieve departmental goals. Assists Physicians and clinical staff to establish protocols for new procedures and clinical research. <b>POSITION REQUIREMENTS:</b> <i>(Minimum qualifications for the position).</i> <b>Licensure/Certification/Registration:</b> ARRT (National Licensure) required within 90 days after graduation. Wyoming State Registered Radiology Technician. CPR (BLS) required. <b>Education:</b> Graduate of an accredited Radiologic School. <b>Experience:</b> Previous experience preferred but not required. <b>Special qualifications:</b> Must be able to successfully complete established competencies for the position within designated probationary period. Registered or registry eligible. <b>Hours of work:</b> Employee is required to rotate on-call nights and weekends, and working holidays as assigned.</p> <p><i>PRN</i></p>
Cardiopulmonary	Respiratory Therapist	<p><b>POSITION SUMMARY:</b> Under supervision of the Manager of Cardiopulmonary, primary functions will include dispensing all routine modalities of care. Graduate/CRT/RRT will document work, order supplies, clean and process equipment, do some typing of reports, handle compressed gasses, cardiopulmonary resuscitation, do simple patient assessments, intervene for patient safety at all times and in conjunction with physicians orders. Ventilator setups, changes to settings as ordered. Takedown, cleaning, setup and quality assurance testing of equipment. Perform EEG's, ECG's and PFT's, upon completion of training and successfully checked off on competencies. These responsibilities shall be discharged in such a manner as to promote quality care and conform to local, state and federal rules and regulations. <b>POSITION REQUIREMENTS:</b> (Minimum qualifications for the position) NBRC credentials and licensed by Wyoming as a Registered Respiratory Therapist... CPR required. ACLS is required within 6 months of employment. NRP is required within 6 months of employment. <b>EDUCATION:</b> CRT- Associates Degree RRT- Bachelor's Degree.</p> <p><i>3 Full time Positions (day and weekend nights)</i></p>
Dietary	Dietary Aide	<p><b>POSITION SUMMARY:</b> Performs support duties that may include answering phones, assists in the completion of Dietary Services assignments and performs all other duties as assigned. Using food production records and recipes prepares limited food items for hospital patients, employees and visitors. Maintains kitchen and storage facilities in a sanitary and safety condition. Maintains kitchen and storage facilities in a sanitary and safety condition. <b>POSITION REQUIREMENTS:</b> <b>(Minimum qualifications for the position).</b> <b>Licensure/Certification/Registration:</b> Serve Safe. <b>Education:</b> High school diploma or G.E.D. preferred. Must be able to read, write, and communicate effectively in English. <b>Experience:</b> Previous cooking experience strongly preferred. Previous clerical preferred. <b>Special qualifications:</b> Must be able to successfully complete established competencies for the position within designated probationary period. Must demonstrate good organizational skills and reading and writing skills. Must be able to follow oral and written instructions. <b>Hours of work:</b> 12 hour shifts</p> <p><b>For a limited time we are offering a \$200 Sign-On Bonus for the EVS Tech position after completion of 90 days of employment</b></p> <p><i>2 Full time position</i></p>
Clinic	Clinical Office Facilitator	<p><b>POSITION SUMMARY:</b> The Clinic Office Facilitator is responsible for scheduling appointments, coordinating clinic schedules, assisting clients and physicians, entering demographic information into the computer, maintaining filing systems and cross-training as needed to other areas of the hospital. Responsible to the Clinic Office Manager/ physician. Must be able to work cooperatively and effectively with other employees of the department, hospital and public. <b>POSITION REQUIREMENTS:</b> (Minimum qualifications for the position). <b>Education:</b> High School Diploma or GED required. <b>Experience:</b> Previous clinic office experienced preferred, Medicare coding preferred but will train. <b>Special Qualifications:</b> Must demonstrate proficiency in PC applications as required. Communicates clearly and concisely, verbally and in writing. Establishes and maintains long-term customer relationships, building trust and respect by consistently meeting and exceeding expectations. Able to perform basic mathematical calculations, balance, punctuate properly, spell correctly and transcribe accurately. <b>Hours of work:</b> Shift as scheduled.</p> <p><i>Full time</i></p>
Spruce Medical Clinic	Medical Assistant	<p><b>POSITION SUMMARY:</b> Under the direct supervision of the clinic manager and medical assistant, the employee is responsible for assisting the physician in direct patient care as well as procedures, blood draws, and administering medications under the direct supervision of the physician/physician assistant. <b>POSITION REQUIREMENTS:</b> (Minimum qualifications for the position) Medical terminology. Phlebotomy experience preferred, but not required. <b>Licensure/Certification/Registration:</b> CPR required within 30 days of employment. Certified Medical Assistant preferred but not required</p>

		<p><b>Education:</b> High School Diploma or G.E.D. <b>Experience:</b> Desirable characteristics include at least one year of hospital experience as a Nursing Assistant or previous Medical Assistant experience preferred. Hours of work: Shift as scheduled.</p> <p><i>Full time</i></p>
Admissions	Admissions Rep	<p><b>POSITION SUMMARY:</b> Responsible for timely and accurate patient registration. Interviews patients for all pertinent account information and verifies insurance coverage. Responsible for analyzing needs of patient, visitor and vendor and directing them to the appropriate department or individual hospital personnel. Answer incoming switchboard telephone calls and the transfer of calls to the appropriate individual. <b>POSITION REQUIREMENTS: (Minimum qualifications for the position)</b> <b>Licensure/Certification/Registration:</b> None. <b>Education:</b> High School Diploma or GED required. <b>Experience:</b> Prior relevant work experience in a healthcare reception office setting preferred. Requires skills in general office work and switchboard telecommunication equipment applications. Solid verbal communications skills. Experience in dealing with the public and providing outstanding customer service. Have the ability to follow written or verbal directions and show the ability to work effectively with others in a professional manner. Requires a high degree of attention to detail. Ability to work in a multiple task environment. <b>Special Qualifications:</b> No special qualifications required. <b>Hours of work:</b> Shift as scheduled</p> <p><i>2 PRN Positions</i></p>
EVS	EVS/Lines Tech	<p><b>POSITION SUMMARY:</b> Performs routine manual work in cleaning, servicing and stocking supplies. <b>POSITION REQUIREMENTS: (Minimum qualifications for the position).</b> <b>Education/Experience:</b> High School Diploma or GED required. Prior healthcare experience preferred. <b>Special qualifications:</b> Must be able to read and write to refer to department documentation and safety manuals and to document work performed and facility inspections. Able to work with a variety of cleaning equipment and adhere to safety standards and protocols. Must be able to successfully complete established competencies for the position within probationary period. <b>Hours of work:</b> Work assignments based on 8-hour shifts for days, evenings and nights; weekends as scheduled.</p> <p><b>For a limited time we are offering a \$200 Sign-On Bonus for the EVS Tech position after completion of 90 days of employment</b></p> <p><i>3 Full time positions</i></p>
Plant Operations	Groundskeeper	<p><b>POSITION SUMMARY:</b> The Groundskeeper is responsible for grounds maintenance for Memorial Hospital of Carbon County and its facilities, which includes mowing, trimming, watering, cleaning, snow shoveling, and plowing. <b>POSITION REQUIREMENTS (minimum qualifications for position).</b> <b>EXPERIENCE:</b> Prior grounds keeping experience preferred but not required. <b>PHYSICAL REQUIREMENTS:</b> Must be able to lift at least 50 lbs. Use of ladders. <b>Hours of work:</b> Shift as scheduled.</p> <p><i>PART TIME</i></p>
WyHS	CNA	<p><b>POSITION SUMMARY:</b> Under direct supervision and within organization structure of the unit, the Wyoming Home Services Aide administers direct and indirect nursing care to the patient, functions as a member of the nursing team and assists with tasks as assigned by the leaders. The CNA provides and maintains bodily and emotional comfort and assists the patient toward independent living in a safe environment in the home setting. Assists the functionally impaired individual with activities of daily living in the home. <b>POSITION REQUIREMENTS: (Minimum qualifications for the position)</b> <b>Licensure/Certification/Registration:</b> Certification as a Nursing Assistant for Wyoming required, Current CPR (BLS), Valid Driver's License and clean driving record. <b>Education:</b> High school diploma or G.E.D. <b>Experience:</b> Completion of a nursing assistant program or previous nursing assistant experience. <b>Hours of work:</b> As scheduled. Responsibility to Be Insured: The C.N.A. must maintain auto liability insurance. <b>Travel required.</b></p> <p><i>Full time</i></p>
Materials	Materials Tech	<p><b>POSITION SUMMARY:</b> Assists in activities concerning acquisition and disbursement of supplies and equipment in accordance with hospital policies and procedures. <b>POSITION REQUIREMENTS: (Minimum qualifications for the position)</b> <b>Licensure/Certification/Registration:</b> <b>Education:</b> High school diploma or equivalent required. <b>Experience:</b> Previous experience in a Distribution/General Stores environment, hospital or O.R. desirable <b>Special qualifications:</b> Must be able to successfully complete established competencies for the position within designated probationary period. Excellent communication, customer service and follow-up skills are essential. Must possess basic math skills. Must be able to lift at least 50 lbs. Knowledge of medical terminology preferred. <b>Hours of work:</b> Shift as scheduled.</p> <p><i>Full time</i></p>

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