

WAGONER COMMUNITY HOSPITAL JOB OPPORTUNITIES

December 29th, 2020

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran, or any other status protected by the law.

In accordance with Wagoner Community Hospital's Alcohol and Drug Free Workplace policy the positions on this job posting list that have been designated **Safety Sensitive** are positions within our hospital for which the use of medical marijuana (even if a valid medical marijuana license is applicable) is prohibited.

Accounting

JOB TITLE: **CHIEF FINANCIAL OFFICER**
FLSA STATUS: EXEMPT

JOB STATUS (1) F-T
REPORTS TO: CEO
EEO JOB CODE: PROFESSIONAL

REQUIREMENTS: 4 YEARS/ BACHELORS DEGREE. 3 YEARS EXPERIENCE IN HOSPITAL/HEALTH FACILITY, TO INCLUDE EXPERIENCE CONTROLLER/CHIEF ACCOUNTANT LEVEL, HANDS ON EXPERIENCE IN MANAGED CARE ACCOUNTING AND MEDICARE REIMBURSEMENT ACCOUNTING. EXCEL, REPORT PREPARATION, WORD PROCESSING, POWER POINT.

JOB SUMMARY: THE CFO REPORTS TO THE CHIEF EXECUTIVE OFFICER AND SUPERVISES AREAS OF ACCOUNTING/FINANCIAL MANAGEMENT, BUSINESS OFFICE SERVICES, PAYROLL, HEALTH INFORMATION RECORDS, MATERIALS MANAGEMENT, AND INFORMATION SERVICES. THE CFO IS RESPONSIBLE FOR MANAGING AND PARTICIPATING ACTIVELY IN THE FINANCIAL AND BUSINESS OFFICE MANAGEMENT FUNCTIONS OF THE HOSPITAL.

ADMITTING

JOB TITLE: **REGISTRATION SPECIALIST**
FLSA STATUS: NON-EXEMPT

JOB STATUS: (1) PRN
REPORTS TO: ADMITTING SUPERVISOR
EEO JOB CODE: OFFICE CLERICAL

REQUIREMENTS: MINIMUM OF TWO YEARS HOSPITAL REGISTRATION EXPERIENCE AND/OR RELATED TRAINING PREFERRED. MUST HAVE GOOD COMPUTER SKILLS AND BE ABLE TO PERFORM DIRECT DATA ENTRY IN A TIMELY, EFFICIENT AND ACCURATE MANNER AS SPECIFIED BY QA REQUIREMENTS. ABILITY TO DEAL WITH HIGH VOLUME DESK AND STRESSFUL SITUATIONS, INVOLVING THE PUBLIC, PHYSICIAN/STAFF, AND INSURANCE COMPANIES ON A DAILY BASIS IN A PROFESSIONAL AND COURTEOUS MANNER.

JOB SUMMARY: ADMITS PATIENTS TO THE HOSPITAL BASED ON MULTIPLE TYPES OF SERVICE, PRIORITIZES REGISTRATIONS ACCORDINGLY AND ENGAGES IN ALL NECESSARY FOLLOW THROUGH. OBTAINS PERTINENT INFORMATION FROM PATIENT, DETERMINES INSURANCE COVERAGE, AND INFORMS PATIENTS OF FINANCIAL REQUIREMENTS, COLLECTING WHEN NECESSARY ACCORDING TO HOSPITAL POLICY.

JOB TITLE: REGISTRATION SPECIALIST/FLOAT
FLSA STATUS: NON-EXEMPT
EEO JOB CODE: OFFICE CLERICAL

JOB STATUS: (1) FULL-TIME
REPORTS TO: ADMITTING SUPERVISOR

REQUIREMENTS: HIGH SCHOOL OR GED. 1-3 YEARS EXPERIENCE. MINIMUM OF TWO YEARS HOSPITAL REGISTRATION EXPERIENCE AND/OR RELATED TRAINING PREFERRED. MUST BE COMPUTER LITERATE. DIRECT DATA ENTRY IN A TIMELY, EFFICIENT AND ACCURATE MANNER AS SPECIFIED BY ESTABLISHED QA REQUIREMENTS. ABILITY TO DEAL WITH HIGH VOLUME DESK, AND STRESSFUL SITUATIONS, INVOLVING THE PUBLIC, PHYSICIANS/STAFF, AND INSURANCE COMPANIES ON A DAILY BASIS IN A PROFESSIONAL AND COURTEOUS MANNER.

JOB SUMMARY: COVERS ALL REGISTRATION POSITIONS WHERE NEEDED, TO INCLUDE PBX AREA, OUTPATIENT REGISTRATION, CLINIC REGISTRATION, E.R. REGISTRATION. ADMITS PATIENTS TO THE HOSPITAL BASED ON MULTIPLE TYPES OF SERVICE, PRIORITIZES REGISTRATIONS ACCORDINGLY AND ENGAGES IN ALL NECESSARY FOLLOW THROUGH. OBTAINS PERTINENT INFORMATION FROM PATIENT, DETERMINES INSURANCE COVERAGE, AND INFORMS PATIENTS OR THEIR REPRESENTATIVES OF FINANCIAL REQUIREMENTS, COLLECTING WHEN NECESSARY ACCORDING TO HOSPITAL POLICY. MAINTAINS GOOD PUBLIC RELATIONS WITH HOSPITAL PERSONNEL, PHYSICIANS AND THEIR STAFF, INSURANCE COMPANIES AND PATIENTS REPRESENTATIVES. ASSISTS IN THE DAILY OPERATION OF PATIENT REGISTRATION ACTING AS A RESOURCE FOR ALL CO-WORKERS.

JOB TITLE: LEAD REGISTRATION REPRESENTATIVE

JOB STATUS: (1) F-T
FLSA STATUS: NON-EXEMPT

REPORTS TO: ADMITTING SUPERVISOR
EEO JOB CODE: OFFICE CLERICAL

REQUIREMENTS: HIGH SCHOOL OR GED. 1-3 YEARS EXPERIENCE. MINIMUM TWO YEARS HOSPITAL REGISTRATION EXPERIENCE AND/OR RELATED TRAINING. ABILITY TO DEAL WITH HIGH VOLUME DESK AND STRESSFUL SITUATIONS, INVOLVING THE PUBLIC, PHYSICIANS/STAFF, AND INSURANCE COMPANIES ON A DAILY BASIS. ABILITY TO EFFECTIVE PRESENT INFORMATION IN ONE-ON-ONE AND SMALL GROUPS, CLIENTS AND OTHER EMPLOYEES.

JOB SUMMARY: FUNCTIONS AS RESOURCE IN ABSENCE OF THE PATIENT ADMITTING SUPERVISOR. PERFORMS DAILY REGISTRATION QUALITY REVIEW. NOTIFIES INSURANCE OF PATIENT ADMISSIONS AND OBTAINS BENEFITS AND AUTHORIZATIONS. ACTS AS RESOURCE FOR NEW REGISTRATION PERSONNEL. WORKS WITH CENTRAL BILLING OFFICE TO RESOLVE REGISTRATION ISSUES AFFECTING CLAIMS. PROVIDES COVERAGE AS NEEDED DURING STAFF SHORTAGE OR HIGH PATIENT VOLUME IN ALL HOSPITAL AND CLINIC REGISTRATION AREAS. RETRIEVES MAIL DAILY FROM POST OFFICE BOX. FILES LIENS WHEN REQUIRED.

EMERGENCY ROOM

JOB TITLE: **RN**
STATUS: (1) FULL-TIME (3) PRN
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION

REPORTS TO: E.R. MANAGER
EEO JOB CODE: PROFESSIONAL

REQUIREMENTS: CURRENT RN LICENSE IN THE STATE OF OKLAHOMA. BLS AND ACLS CERTIFICATIONS. PALS CERTIFICATION WITHIN ONE YEAR OF EMPLOYMENT. ONE TO THREE YEARS RELATED EXPERIENCE.

JOB SUMMARY: THIS POSITION IS RESPONSIBLE FOR THE EMERGENCY ROOM ON ASSIGNED SHIFTS. ESTABLISHES, DEMONSTRATES AND MAINTAINS HIGH STANDARDS OF NURSING CARE BY DIRECTING PERSONNEL IN ACCORDANCE WITH THE POLICIES, PROCEDURES, PHILOSOPHY AND OBJECTIVES OF THE HOSPITAL, NURSING ADMINISTRATION AND EMERGENCY ROOM. MAINTAINS ORGANIZATIONAL RELATIONSHIPS, AIDS IN STAFF DEVELOPMENT, AND ORIENTATION OF NEW EMPLOYEES, GUIDANCE AND JOB SATISFACTION.

JOB TITLE: **E.R. TECHNICIAN**
STATUS: (1) PRN
FLSA STATUS: NON EXEMPT

SAFETY SENSITIVE POSITION
REPORTS TO RN/ER MANAGER
EEO JOB CODE: SERVICE

HIGH SCHOOL OR GED. BLS. 1-3 YEARS EXPERIENCE, ORDER TRANSCRIPTION. THERAPEUTIC OPTIONS CERTIFICATION.

JOB SUMMARY: THE EMERGENCY ROOM TECHNICIAN PERFORMS VARIOUS PATIENT CARE ACTIVITIES AND RELATED SERVICES NECESSARY IN CARING FOR THE PERSONAL NEEDS AND COMFORT OF PATIENTS, UNDER THE DIRECTION OF THE EMERGENCY ROOM REGISTERED NURSE.

JOB TITLE: PARAMEDIC – LPN
STATUS: (1) PRN
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION
REPORTS TO RN/ER MANAGER
EEO JOB: CODE: TECHNICAL

REQUIREMENTS: HIGH SCHOOL DIPLOMA OR EQUIVALENT. BLS, ACLS, PALS WITHIN ONE YEAR OF EMPLOYMENT. NRP (PART-TIME AND FULL-TIME STATUS ONLY WITHIN SIX MONTHS OF HIRE.) 1-3 YEARS EXPERIENCE. BASIC COMPUTER SKILLS. CLERICAL. MUST HAVE KNOWLEDGE OF CARDIAC MONITORING AND COMPLETE MEDICATION COMPETENCY TESTING.

JOB SUMMARY: THE PARAMEDIC/LPN REPORTS TO THE EMERGENCY ROOM NURSE, HOUSE SUPERVISOR AND EMERGENCY ROOM MANAGER. ASSISTS THE REGISTERED NURSE IN PERFORMING THE TRIAGE ASSESSMENT ON PATIENTS PRESENTING TO THE EMERGENCY ROOM AND WILL MONITOR PATIENTS IN THE WAITING ROOM FOR DETERIORATION OF CONDITION. WILL PERFORM SKILLS THAT ARE WITHIN THEIR SCOPE OF PRACTICE, AS DESCRIBED IN STANDARD V UNDER SCOPE OF PRACTICE.

INTENSIVE CARE UNIT

JOB TITLE: **RN**
JOB STATUS: (3) Full-Time
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION
REPORTS TO: CNO
EEO JOB CODE: PROFESSIONAL

REQUIREMENTS: CURRENT RN LICENSURE IN THE STATE OF OKLAHOMA. BLS AND ACLS CERTIFICATION. ONE TO THREE YEARS RELATED EXPERIENCE.

JOB SUMMARY: IS RESPONSIBLE TO THE HOUSE SUPERVISOR AND THE DEPARTMENT MANAGER AND IS TO BE CLINICALLY COMPETENT; DELIVERS CARE TO PATIENTS UTILIZING THE NURSING PROCESS OF ASSESSMENT, PLANNING, INTERVENTION, IMPLEMENTATION, AND EVALUATION. EFFECTIVELY INTERACTS WITH PATIENTS, SIGNIFICANT OTHERS, AND OTHER HEALTH TEAM MEMBERS WHILE MAINTAINING STANDARDS OF PROFESSIONAL NURSING.

LABORATORY

JOB TITLE: **MLT OR M.T.**
JOB STATUS: (1) FULL-TIME (2) PRN
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION
REPORTS TO: LABORATORY MANAGER
EEO JOB CODE: TECHNICAL OR PROFESSIONAL

REQUIREMENTS: 2 YEAR ASSOCIATES DEGREE OR BACHELOR'S DEGREE IN MEDICAL TECHNOLOGY. REGISTRATION WITH THE AMERICAN SOCIETY OF CLINICAL PATHOLOGIST OR EQUIVALENT. BLS CERTIFICATION. KNOWLEDGE OF OPERATION OF VARIOUS LABORATORY EQUIPMENT USED IN THE PROCESSING OF SPECIMENS AND SPECIMEN COLLECTION. 1-3 YEARS EXPERIENCE PREFERRED.

JOB SUMMARY: PERFORMS SPECIMEN COLLECTION AND ANALYSIS TO GENERATE ACCURATE, TIMELY AND COST-EFFECTIVE TEST RESULTS.

JOB TITLE: **COVID 19 TECH**
JOB STATUS: (1) PRN (**TEMPORARY**)
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION
REPORTS TO: LABORATORY MANAGER
EEO JOB CODE: TECHNICAL

REQUIREMENTS: HIGH SCHOOL OR GED, VOCATIONAL/TECHNICAL TRAINING. BLS. NO EXPERIENCE NEEDED. CLERICAL SKILLS. COMPUTER SKILLS ARE NECESSARY IN THIS POSITION. KNOWLEDGE OF OPERATION OF OFFICE EQUIPMENT. MUST MAINTAIN SUCCESSFUL VENIPUNCTURE RATE OF ABOVE 90%. MUST BE ABLE TO WORK IN FAST PACED ENVIRONMENT WITH FREQUENT INTERRUPTIONS AND SEVERAL DEADLINES, MUST BE ABLE TO MULTI-TASK.

JOB SUMMARY: PERFORMS TESTING FOR COVID-19 IN THE SPECIFIED BUILDING. ORDERS APPROPRIATE TESTS IN ATHENA, ASSURES COMPLETION OF REGISTRATION PAPERWORK. WILL CALL PATIENTS AND INFORM THEM OF THEIR TEST RESULTS. DURING DOWNTIME WILL ASSIST IN THE LABORATORY WITH PHLEBOTOMY, RECEPTIONIST FUNCTIONS AND CLERICAL TASKS.

DR. LANDGE'S CLINIC

JOB TITLE: **CLINIC PRACTICE LPN OR MEDICAL ASST.**
JOB STATUS: (1) PRN
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION
REPORTS TO: BUS.OPS. /HIM DIR
EEO JOB CODE: TECHNICAL

REQUIREMENTS: CURRENT LPN LICENSE IN THE STATE OF OKLAHOMA, OR CERTIFICATION AS MEDICAL ASSISTANT. BLS. 1-3 YEARS EXPERIENCE.

JOB SUMMARY: PROVIDES GENERAL NURSING CARE TO PATIENTS. ATTENDS TO THE GENERAL HEALTH CARE AND COMFORT OF THE PATIENT; OBSERVES AND RECORDS TREATMENT AND PATIENT PROGRESS AND REPORTS TO PHYSICIAN PATIENT'S CONDITION OR REACTION. ADMINISTERS PRESCRIBED MEDICATIONS.

PLANT OPS/MAINTENANCE

JOB TITLE: **MAINTENANCE ASSISTANT**
JOB STATUS: (1) FULL-TIME
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION
REPORTS TO: MANAGER. PLANTS OPS/MAINT.
EEO JOB CODE: SERVICE

REQUIREMENTS: HIGH SCHOOL OR GED. LESS THAN ONE YEAR EXPERIENCE

JOB SUMMARY: MAINTAINS MINOR EQUIPMENT AND ASSISTS THE ENGINEER TO ENSURE A COMFORTABLE AND SAFE ENVIRONMENT FOR PATIENTS, STAFF AND VISITORS.

MEDICAL- SURGICAL

JOB TITLE: **RN\ACUTE CARE MANAGER**
JOB STATUS: (1) FULL-TIME
FLSA STATUS: EXEMPT

SAFETY SENSITIVE POSITION
REPORTS TO: CNO
EEO JOB CODE: MID-LEVEL MANAGER

REQUIREMENTS: MUST HAVE CURRENT RN LICENSURE IN THE STATE OF OKLAHOMA. BLS, ACLS, PALS AND THERAPEUTIC OPTIONS CERTIFICATION. 1-3 YEARS EXPERIENCE PREFERRED WITH SUPERVISORY EXPERIENCE.

JOB SUMMARY: ENSURES THE PROVISION OF QUALITY PATIENT CARE IN THE MOST EFFICIENT MANNER IN ACCORDANCE WITH THE HOSPITAL POLICY; PROVIDES COORDINATION AND SUPERVISION OF ACUTE CARE STAFF. IS RESPONSIBLE FOR THE ONGOING, EFFECTIVE OPERATIONS OF MED-SURG AND ICU. FUNCTIONS AS ADMINISTRATIVE REPRESENTATIVE.

JOB TITLE: **RN/MED. SURG.**
JOB STATUS: (1) FULL-TIME
FLSA STATUS: EXEMPT

SAFETY SENSITIVE POSITION
REPORTS TO: CNO
EEO JOB CODE: PROFESSIONAL

REQUIREMENT: 2 YEAR ASSOCIATE DEGREE. RN LICENSURE IN THE STATE OF OKLAHOMA. BLS, ACLS, THERAPEUTIC OPTIONS CERTIFICAT. LESS THEN ONE YEAR EXPERIENCE. CLERICAL SKILLS

JOB SUMMARY: THE REGISTERED NURSE IS RESPONSIBLE TO THE HOUSE SUPERVISOR AND THE DEPARTMENT MANAGER, AND IS TO BE CLINICALLY COMPETENT; DELIVERS CARE TO PATIENTS UTILIZING THE NURSING PROCESS OF ASSESSMENT, PLANNING, INTERVENTION, IMPLEMENTATION, AND EVALUATION; AND EFFECTIVELY INTERACTS WITH PATIENTS, SIGNIFICANT OTHERS, AND OTHER HEALTH TEAM MEMBERS WHILE MAINTAINING STANDARDS OF PROFESSIONAL NURSING.

JOB TITLE: **LPN**
JOB STATUS: (2) FULL-TIME; (2) PRN
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION

REQUIREMENTS: CURRENT LPN LICENSURE IN THE STATE OF OKLAHOMA. BLS AND THERAPEUTIC OPTIONS CERTIFICATIONS. PREVIOUS RELATED EXPERIENCE.

JOB SUMMARY: RESPONSIBLE FOR DIRECT PATIENT CARE OF ASSIGNED PATIENTS. WORKS CLOSELY WITH AND UNDER THE SUPERVISION OF THE REGISTERED NURSE. RESPONSIBLE FOR SUPERVISION OF NURSING ASSISTANTS AND FOR PROVIDING QUALITY PATIENT CARE.

JOB TITLE: **NURSING ASSISTANT**
JOB STATUS: (2) FULL-TIME; (3) PRN
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION
REPORTS TO: CNO
EEO JOB CODE: SERVICE WORKER

REQUIREMENTS: BLS CERTIFICATION; ONE TO THREE YEARS RELATED EXPERIENCE.

JOB SUMMARY: PERFORMS VARIOUS PATIENT CARE ACTIVITIES AND RELATED SERVICES NECESSARY IN CARING FOR THE PERSONAL NEEDS AND COMFORT OF PATIENTS. IS RESPONSIBLE FOR PERFORMING BEDSIDE NURSING CARE AND OTHER SPECIFIED DUTIES UNDER THE DIRECTION OF THE LPN AND RN

JOB TITLE: **MONITOR TECH/LPN**
JOB STATUS: (1) FULL-TIME
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION
REPORT TO: CNO
EEO JOBE CODE: TECHNICAL

REQUIREMENTS: VOCATIONAL/TECHNICAL, LPN LICENSURE IN STATE OF OKLAHOMA, BLS, PREFER BASIC DYSRRHYTHMIA TRAINING, LESS THAN ONE YEAR OF EXPERIENCE, CLERICAL SKILLS.

JOB SUMMARY: THE MONITOR TECHNICIAN/UNIT CLERK/LPN WILL BE LOCATED AT THE MED-SURG DESK. THE PRIMARY RESPONSIBILITY IS BASIC DYSRRHYTHMIA DETECTION. WILL FUNCTION AS UNIT CLERK, PERFORMING RECEPTIONIST AND CLERICAL DUTIES FOR THE DEPARTMENT. WILL ASSIST IN REVIEWING CHARGES FOR PATIENTS AND OTHER RELATED DUTIES. IF NEEDED, HE/SHE IS ALSO RESPONSIBLE FOR PROVIDING NURSING CARE OF PATIENTS IN THE ABSENCE OF OTHER CLINICAL PERSONNEL. PERFORMS DUTIES UNDER AND IS RESPONSIBLE TO THE REGISTERED NURSE.

JOB TITLE: MONITOR TECH/ UNIT CLERK/ NURSING ASSISTANT

JOB STATUS (1): FULL-TIME

FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION

REPORT TO: CNO

EEO JOBE CODE: TECHNICAL

REQUIREMENTS: BLS, PREFER BASIC DYSRRHYTHMIA TRAINING, LESS THAN ONE YEAR OF EXPERIENCE, CLERICAL SKILLS.

JOB SUMMARY: THE MONITOR TECHNICIAN/NURSING ASSISTANT WILL BE LOCATED AT THE MED-SURG DESK. THE PRIMARY RESPONSIBILITY IS BASIC DYSRRHYTHMIA DETECTION. WILL FUNCTION AS UNIT CLERK, PERFORMING RECEPTIONIST AND CLERICAL DUTIES FOR THE DEPARTMENT. WILL ASSIST IN REVIEWING CHARGES FOR PATIENTS. IF NEEDED, HE/SHE IS ALSO RESPONSIBLE FOR ASSISTING WITH PATIENTS' NEEDS IN THE ABSENCE OF OTHER CLINICAL PERSONNEL. PERFORMS DUTIES UNDER AND IS RESPONSIBLE TO THE REGISTERED NURSE.

MENTAL HEALTH

JOB TITLE: STAFF RN

JOB STATUS (6) FULL-TIME;

FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION

REPORT TO: MENTAL HEALTH MANAGER

EEO JOB CODE: PROFESSIONAL

REQUIREMENTS: CURRENT RN LICENSURE IN THE STATE OF OKLAHOMA. BLS. 1-3 YEARS EXPERIENCE, BASIC CLERICAL SKILLS. THERAPEUTIC OPTIONS TRAINING. EXPERIENCE IN PSYCHIATRIC CARE OF THE ADULT PATIENT.

JOB SUMMARY: THIS POSITION PROVIDES REGISTERED NURSE DUTIES UNDER THE DIRECTION OF THE UNIT SUPERVISOR AND DEPARTMENT MANAGER FOR THE MENTAL HEALTH UNIT. THE REGISTERED NURSE IS RESPONSIBLE FOR DIRECT SUPERVISION OF THE EMPLOYEES WORKING WITHIN THE ASSIGNED SHIFT, I.E., LICENSED PRACTICAL NURSES AND MENTAL HEALTH TECHNICIANS.

JOB TITLE: MENTAL HEALTH TECHNICIAN

JOB STATUS: (8) FULL-TIME (1) PRN

FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION

REPORTS TO: MENTAL HEALTH MANAGER

EEO JOB CODE: SERVICE WORKERS

REQUIREMENTS: HIGH SCHOOL OR GED REQUIRED. CURRENT BLS CERTIFICATION; THERAPEUTIC OPTIONS CERTIFICATION. EXPERIENCE IN PSYCHIATRIC CARE OF PATIENTS PREFERRED. GOOD INTERPERSONAL SKILLS AND THE ABILITY TO INTERACT EFFECTIVE WITH EMPLOYEES AND PATIENTS.

JOB SUMMARY: PROVIDES NURSING CARE UNDER THE DIRECTION OF THE UNIT SUPERVISOR/CHARGE NURSE/LICENSED PRACTICAL NURSE.

JOB TITLE: VAN DRIVER

JOB STATUS: (2) PRN

FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION

REPORTS TO: MENTAL HEALTH MANAGER

EEO JOB CODE: SERVICE WORKERS

REQUIREMENTS: HIGH SCHOOL OR GED REQUIRED. CURRENT BLS CERTIFICATION; THERAPEUTIC OPTIONS CERTIFICATION. EXPERIENCE IN PSYCHIATRIC CARE OF PATIENTS PREFERRED. GOOD INTERPERSONAL SKILLS AND THE ABILITY TO INTERACT EFFECTIVE WITH EMPLOYEES AND PATIENTS. MVR MUST MEET THE MINIMUM REQUIREMENTS ESTABLISHED FOR DRIVERS OF COMPANY VEHICLE.

JOB SUMMARY: TRANSPORTS PATIENTS FROM THE HOSPITAL TO PATIENT'S HOMES, RESIDENTIAL CARE FACILITIES, NURSING HOMES, SHELTERS OR TO OTHER LOCATIONS AS NEEDED IN EASTERN OKLAHOMA. WILL UTILIZE A VAN OR OTHER TRANSPORT VEHICLE PROVIDED BY THE HOSPITAL. DRIVERS WILL NEED TO BE AVAILABLE ON A PRN BASIS, ESPECIALLY ON MONDAYS AND FRIDAYS, BUT WILL ALSO TRANSPORT ON OTHER DAYS OF THE WEEK AT TIMES.

NURSING ADMINISTRATION

JOB TITLE: **RN/HOUSE SUPERVISOR**
JOB STATUS: (1) FULL-TIME (1) PRN
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION

REPORTS TO: CNO
EEO JOB CODE: PROFESSIONAL

REQUIREMENTS: 2 YEAR ASSOCIATE DEGREE OR 4 YEAR BACHELOR'S DEGREE. RN LICENSURE IN THE STATE OF OKLAHOMA. BLS. ACLS. 1-3 YEARS EXPERIENCE.

JOB SUMMARY: THERE MUST BE EFFECTIVE PERFORMANCE OF MANAGEMENT FUNCTION OF PLANNING, ORGANIZING, DIRECTING, EDUCATION, CONTROLLING AND EVALUATION OF ACTIONS. INTERPRETATIONS OF OPERATING POLICIES AND PROCEDURES, REVIEWS WORK PERFORMED TO DETERMINE COMPLIANCE TO RECOGNIZED STANDARDS OF PRACTICE AND CARE; MAINTAINS QUALITY OF PATIENT CARE; UNDERSTANDS NEED TO DETERMINE AREAS OF QUALITY IMPROVEMENT; PARTICIPATES IN COOPERATIVE PLANNING WITH OTHER DEPARTMENTS' PERSONNEL TO PROVIDE MAXIMUM PATIENT CARE. FUNCTIONS AS ADMINISTRATIVE REPRESENTATIVE DURING HOURS SCHEDULED AND APPROPRIATELY.

RADIOLOGY

JOB TITLE: **NUCLEAR MEDICINE TECHNOLOGIST**
JOB STATUS: (1) PRN
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION

REPORTS TO: RADIOLOGY MANAGER
EEO JOB CODE: PROFESSIONAL

REQUIREMENTS: MUST BE A.R.R.T CERTIFIED IN RADIOLOGY AND NUCLEAR MEDICINE; 1-3 YEARS EXPERIENCE; KNOWLEDGE OF RADIOLOGIC PROCEDURES AND EQUIPMENT.

JOB SUMMARY: PRIMARY RESPONSIBILITY IS TO PERFORM HIGH QUALITY NUCLEAR MEDICINE PROCEDURES TO INCLUDE MYOCARDIAL NUCLEAR STUDIES. THE TECHNOLOGIST WILL BE PRIMARILY RESPONSIBLE FOR COORDINATING THE HEART STUDIES WITH THE CARDIOLOGIST, RESPIRATORY AND NURSING SERVICES. THE TECHNOLOGIST WILL PERFORM, EVALUATE AND RECORD FEDERALLY MANDATED QUALITY ASSURANCE TESTING IN ORDER TO MAINTAIN A CURRENT NUCLEAR MEDICINE LICENSE FOR OUR FACILITY

JOB TITLE: **RADIOLOGY TECHNOLOGIST**
JOB STATUS: (1) FULL-TIME
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION

REPORTS TO: RADIOLOGY MANAGER
EEO JOB CODE: TECHNICAL

REQUIREMENTS: MUST BE A.R.R.T. CERTIFIED IN RADIOLOGY; 1-3 YEARS EXPERIENCE; KNOWLEDGE OF RADIOLOGIC PROCEDURES AND EQUIPMENT.

JOB SUMMARY: THE RADIOLOGIC TECHNOLOGIST IS RESPONSIBLE FOR PERFORMING ROUTINE RADIOLOGICAL PROCEDURES PER WRITTEN ORDERS OF ATTENDING PHYSICIANS ON ADULT AND PEDIATRIC PATIENTS WITH PROFESSIONAL CONDUCT AND COMMITMENT, AND IN ACCORDANCE WITH ESTABLISHED HOSPITAL AND DEPARTMENTAL POLICIES AND STANDARDS.

JOB TITLE: **REGISTERED OR REGISTRY ELIGIBLE
CARDIOVASCULAR DIAG. SONOGRAPHER**

SAFETY SENSITIVE POSITION

JOB STATUS: (1) PRN
FLSA STATUS: NON-EXEMPT

REPORTS TO: RADIOLOGY MANAGER
EEO JOB CODE: TECHNICAL

REQUIREMENTS: VOCATIONAL/TECHNICAL TRAINING. BLS. 1-3 YEARS EXPERIENCE. MUST MAINTAIN MANDATORY CEU'S AND OBTAIN REGISTRY WITHIN ONE YEAR OF GRADUATION.

JOB SUMMARY: PRIMARY RESPONSIBILITY IS TO PERFORM HIGH QUALITY ULTRASOUND PROCEDURES TO INCLUDE CARDIOVASCULAR, VASCULAR AND DIAGNOSTIC PROCEDURES TO INCLUDE OB/GYN. WORKS IN CONJUNCTION WITH THE RADIOLOGIST AND CARDIOLOGIST TO PROVIDE DIAGNOSTIC PROCEDURES. PERFORMS, EVALUATES AND RECORDS THESE PROCEDURES TO MEET FEDERALLY MANDATED QUALITY ASSURANCE REQUIREMENTS. MUST HAVE GOOD COMMUNICATION SKILLS AND DEMONSTRATE SPIRIT OF TEAMWORK. LIGHT CLERICAL DUTIES AND TRANSPORTATION OF PATIENTS AND EQUIPMENT IS NECESSARY. DUTIES MAY REQUIRE WORKING SHIFTS, WEEKENDS, HOLIDAYS OR TAKING CALL.

RESPIRATORY THERAPY

JOB TITLE: **CRT OR RRT**
JOB STATUS: (2) PRN
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION

REPORTS TO: CNO
EEO JOB CODE: PROFESSIONAL

REQUIREMENTS: MUST BE A CERTIFIED OR REGISTERED RESPIRATORY THERAPIST WITH THE NATIONAL BOARD OF RESPIRATORY CARE. BLS AND NRP CERTIFICATIONS. ONE TO THREE YEARS RELATED EXPERIENCE. MUST MAINTAIN CONTINUING EDUCATION PROGRAMS WITH THE NATIONAL BOARD OF RESPIRATORY CARE AND THE STATE OF OKLAHOMA.

JOB SUMMARY: PERFORMS ROUTINE RESPIRATORY THERAPY PROCEDURES ON ADULT AND PEDIATRIC PATIENTS WITH PROFESSIONAL CONDUCT AND COMMITMENT. MAINTAINS ACCURATE MEDICAL AND DEPARTMENTAL RECORDS. ABIDES BY ALL RULES, OBJECTIVES, POLICIES AND PROCEDURES. ASSURES QUALITY CARE AND SAFETY FOR PATIENTS. ADMINISTERS MEDICATIONS AND PERFORMS LIFE SUSTAINING MEASURES AND SUPPORT. PERFORMS CARDIOPULMONARY DIAGNOSTIC TESTING AND ELECTRONEURO DIAGNOSTIC TESTING.

OUTPATIENT CLINICS

JOB TITLE: **SPECIALTY CLINICS CROSS FUNCTIONAL LEADER**

JOB STATUS: (1) F-T
FLSA STATUS: NON-EXEMPT

REPORTS TO: BUS.OPS./HIM DIRECTOR
EEO JOB CODE: OFFICE CLERICAL

REQUIREMENTS: HIGH SCHOOL OR GED. 1-3 YEARS EXPERIENCE. MUST BE ABLE TO WORK EFFECTIVELY WITH LITTLE SUPERVISION. BASIC COMPUTER SKILLS. ABILITY TO DEAL WITH HIGH VOLUME DESK AND STRESSFUL SITUATIONS, INVOLVING THE PUBLIC, PHYSICIANS/STAFF, AND INSURANCE COMPANIES ON A DAILY BASIS.

JOB SUMMARY: REGISTERS PATIENTS PRESENTING TO THE FAMILY PRACTICE, GENERAL SURGERY AND THREE SPECIALTY OUTPATIENT CLINICS, INCLUDING BUT NOT LIMITED TO, CHARGE ENTRY, MULTIPLE TYPES OF SERVICE CODES, PRIORITIZING REGISTRATIONS ACCORDINGLY AND ENGAGING IN ALL NECESSARY FOLLOW UP. OBTAINS PERTINENT INFORMATION FROM PATIENT, DETERMINES INSURANCE COVERAGE, AND INFORMS PATIENTS OR THEIR REPRESENTATIVES OF FINANCIAL REQUIREMENTS, COLLECTING WHEN NECESSARY ACCORDING TO HOSPITAL POLICY. MAINTAINS GOOD PUBLIC RELATIONS WITH HOSPITAL PERSONNEL, PHYSICIANS/STAFF, INSURANCE COMPANIES, AND PATIENTS/REPRESENTATIVES. OBTAINS PREAUTHORIZATION FOR SURGICAL PROCEDURES FROM INSURANCE COMPANIES. CROSS TRAINED TO ASSIST IN ROOMING PATIENTS, TAKING VITAL SIGNS, DOCUMENTING PATIENT ALLERGIES, MEDICATIONS AND REASON FOR VISIT. ASSISTS WITH OTHER RELATED DUTIES AND SERVES AS A RESOURCE FOR ALL CO-WORKERS.

SPEECH THERAPY

JOB TITLE: **SPEECH LANGUAGE PATHOLOGIST**
JOB STATUS: (1) PRN
FLSA STATUS: NON-EXEMPT

SAFETY SENSITIVE POSITION
REPORTS TO: CNO
EEO CODE: PROFESSIONAL

REQUIREMENTS: MASTERS' DEGREE IN SPEECH-LANGUAGE PATHOLOGY. BLS CERTIFICATION. KNOWLEDGE OF MEDICARE DOCUMENTATION STANDARDS.

JOB SUMMARY: EVALUATES AND TREATS PATIENTS IN ACCORDANCE WITH ORDERS FROM THE REFERRING PHYSICIAN. EVALUATION AND TREATMENT PROGRAMS ARE DEVELOPED THROUGH THE USE OF A VARIETY OF THERAPEUTIC PROCEDURES DESIGNED TO IMPROVE COMMUNICATION AND/OR SWALLOWING EFFICIENCY. FUNCTIONS IN ACCORDANCE WITH THE STATE PRACTICE ACT FOR SLPs.

SURGERY

JOB TITLE: **CERTIFIED OR NON- CERTIFIED SURGICAL TECHNICIAN**

SAFETY SENSITIVE POSITION

JOB STATUS: (2) FULL-TIME
FSLA STATUS: NON-EXEMPT

REPORTS TO: SURGERY DIRECTOR
EEO JOB CODE: TECHNICAL

REQUIREMENTS: CERTIFICATION REQUIRED FOR CST POSITION. BLS CERTIFICATION. RELATED EXPERIENCE PREFERRED. MUST BE KNOWLEDGEABLE IN PRINCIPLES OF ASEPTIC TECHNIQUE. MUST HAVE KNOWLEDGE OF EQUIPMENT, INSTRUMENTS AND SUPPLIES USED IN THE O.R.

JOB SUMMARY: PERFORMS SCRUB AND SUPPLY DUTIES. CLEANS UP AFTER PROCEDURES. APPLIES DRESSINGS. PULL SUPPLIES FOR CASES. SETS UP BACK TABLE. MANAGES STERILE FIELD BY OBSERVING AND WATCHING FOR BREAKS IN STERILE TECHNIQUES FROM ALL MEMBERS OF THE SURGICAL TEAM. CERTIFIED TECHNICIANS MAY ASSIST SURGEON DURING CASES.

JOB TITLE: **SURGERY RN**

SAFETY SENSITIVE POSITION

JOB STATUS: (2) FULL-TIME
FSLA STATUS: NON-EXEMPT

REPORTS TO SURGERY DIRECTOR
EEO JOB CODE: PROFESSIONAL

REQUIREMENTS: CURRENT RN LICENSURE IN THE STATE OF OKLAHOMA. BLS AND ACLS CERTIFICATIONS. PREVIOUS RELATED EXPERIENCE PREFERRED.

JOB SUMMARY: THE REGISTERED NURSE WILL BE CROSS TRAINED TO PERFORM CIRCULATING, SCRUB NURSE AND PRE/POST OP DUTIES AS NEEDED. MUST BE CAPABLE OF DIRECTING ACTIVITIES IN THE OPERATING ROOM. MUST BE KNOWLEDGEABLE IN PRINCIPLES OF ASEPTIC TECHNIQUE, EQUIPMENT, INSTRUMENTS, PROCEDURES AND SUPPLIES USED IN THE OPERATING ROOM. ESTABLISHES AND MAINTAINS HIGH STANDARDS OF NURSING CARE BY BEING WELL INFORMED IN ACCORDANCE WITH THE POLICIES AND PROCEDURES AND PHILOSOPHY AND OBJECTIVES OF THE HOSPITAL AND NURSING SERVICE. THIS POSITION COULD BE SUBJECT TO FLEXING OFF IF ACTIVITY WARRANTS, OR BE CROSS TRAINED TO HELP OUT IN OTHER AREAS, IF THE NEED ARISES.

UNARMED SECURITY/VAN DRIVER

SAFETY SENSITIVE POSITION

JOB TITLE: **UNARMED SECURITY GUARD/VAN DRIVER**
JOB STATUS (2) FULL-TIME (3) PRN
FLSA STATUS: NON-EXEMPT

REPORTS TO: MENTAL HEALTH MANAGER
EEO JOBE CODE: TECHNICIAN

REQUIREMENTS: MUST BE CLEET CERTIFIED WITHIN 90 DAYS OF HIRE. MUST OBTAIN THERAPEUTIC OPTIONS CERTIFICATION. MUST HAVE WORKING KNOWLEDGE OF SECURITY OPERATIONS, SAFETY PRACTICE IN A BUSINESS ENVIRONMENT AND ENFORCEMENT PROCEDURES. GOOD INTERPERSONAL SKILLS AND ABILITY TO MAKE INDEPENDENT AND GOOD JUDGEMENT DECISIONS WITHIN PROPER POLICY AND PROCEDURE GUIDELINES. MVR MUST MEET THE MINIMUM REQUIREMENTS ESTABLISHED FOR DRIVERS OF COMPANY VEHICLE.

JOB SUMMARY: RESPONSIBLE FOR MAINTAINING A SAFE AND SECURE ENVIRONMENT FOR CUSTOMERS AND EMPLOYEES BY PATROLLING AND MONITORING PREMISES AND PERSONNEL. TRANSPORTS PATIENTS FROM THE HOSPITAL TO PATIENT'S HOMES, RESIDENTIAL CARE FACILITIES, NURSING HOMES, SHELTERS OR TO OTHER LOCATIONS AS NEEDED IN EASTERN OKLAHOMA. WILL UTILIZE A VAN OR OTHER TRANSPORT VEHICLE PROVIDED BY THE HOSPITAL.

Wagoner Community Hospital
Attn: Human Resources Department
1200 West Cherokee Street
Wagoner, OK 74467
Phone: 918/485-1352
Fax: 918/485-9701