

## Open Positions

5/14/19

### Primary Care Clinic Receptionist

Part Time

No Benefits

Fill in for the Receptionists when needed. Answer phone, greet patients, schedule appointments.

**Education:** High school or GED.

**Experience:** Minimum of one year experience in a medical office preferred.

**Shift:** Days. May need to work an occasional evening shift, 5:00 pm – 8:00 pm.

**Other Requirements:** Customer service oriented, computer skills, detail oriented, able to multitask.

### Dietary Aide – 2 positions

Part Time

Benefits

Prep food, may assist with preparation of breakfast, lunch and dinner for patients and cafeteria, serve food, operate cash register. Other duties as assigned.

**Education:** High school or GED.

**Experience:** Previous kitchen experience preferred.

**Shift:** Days/Evenings; 22 hours per week.

**Other Requirements:** Must be able to work all shifts including weekends and holidays. May work additional hours to cover vacations. Some lifting required. Will be required to complete and pass the sanitation certification exam.

### RN – Primary Care Clinic

Part Time

No Benefits

Will cover shifts for Primary Care Clinic nurses. Obtain health history/vital signs and enter into EMR system, assist physician with exams and procedures, pre-cert insurance.

**Education:** Illinois RN License.

**Experience:** Previous experience preferred.

**Shift:** Days/Evenings. 8:00 am – 4:30 pm or 4:30 pm – 8:00 pm

**Other Requirements:** Possibility of covering an evening in the Acute Care Clinic.

**Radiologic Technologist****Part Time    No Benefits**

Responsible for providing diagnostic radiology procedures under the principles of ALARA.

**Education:** ARRT, Illinois License with IEMA

**Experience:** Previous experience preferred.

**Shift:** Varies.

**Other Requirements:** Will be trained in CT. Excellent customer service and communication. Must be able to work any shift, weekends, holidays. No call.

**Float RN – 2 positions****Full Time    Benefits**

Manage care of patients on the Med/Surg floor. Will also be trained in the Emergency Department.

**Education:** Illinois RN License. ACLS Certified.

**Experience:** Previous experience preferred.

**Shift:** Days/Nights; 7 am – 7 pm/7 pm – 7 am

**Other Requirements:** Must be flexible in scheduling for a float position. Light to heavy lifting of patients and equipment.

**Inpatient Coder****Full Time    Benefits**

Responsible for ICD-10-CM, ICD-10-PCS and CPT code assignment for all inpatient, observation and surgical encounters. Liaison between the HIM Department and Medical Staff related to queries, training and education. Performs additional duties as they relate to coding and billing process

**Education:** RHIA, RHIT or CCS

**Experience:** Current RHIA, RHIT or CCS credential required. **Minimum of one year hospital inpatient coding experience required.** Critical Access Hospital coding experience preferred. Charge entry experience preferred.

**Shift:** Days; 7:30 am – 4:00 pm

**Other Requirements:** Must follow appropriate coding classification standards and guidelines for accurate coding. Must possess effective communication skills to interact with physicians, customers and co-workers. Must have excellent excel skills, adapt to various computer and software programs and can multitask. Independent decision-making and critical thinking skills are vital to this role.

**Physical Therapist**

**Part Time    No Benefits**

Administer physical therapy treatment to patients.

**Education:** High School/GED

**College:** Illinois License

**Experience:** Preferred

**Shift:** Days; 7 am – 3:30 pm

**Other Requirements:** Will fill in for current Physical Therapist as needed.