

## JOB POSTINGS AS OF 7/29/11

Send resume to: [jobs@metrosouthmedicalcenter.com](mailto:jobs@metrosouthmedicalcenter.com)  
 (Reference "ACC" + position of interest in subject line)

Req#	Department	Title	Status	Shift	Requirements
5992 6022 6067 6209	Ambulatory Services	Medical Assistant	1 1 1 1	FT FT FT FT	Start times vary 8a-8p  High school grad or equivalent. Medical Assistant certificate + CPR required. Must be willing to be flexible with hours. Minimum 1 year experience preferred. Bi-lingual Spanish preferred.
5405	Infection Control	Manager	1	FT	Days RN + Masters degree required. Infection Control certification required. Knowledge of state and federal laws and regulations regulating infection control.
5830 5831 5832 5833	Nursing Service Administration	Nurse Practitioner	1 1 1 1	FT	Days-start times vary RN with State of IL Registered Nurse Practitioner License. Previous experience as a Family Practice Nurse Practitioner. Experience in critical care or cardiology a plus.
5895	Patient Access	Director, Patient Access	1	FT	Days Bachelor's degree required. 3-5 years experience as hospital admitting department or patient access department director.
6205	Radiology	Mammography Technologist	1	PT	7a-3:30p & 11a-8:30p Graduate of approved Radiologic technology program. ARRT registered or eligible, IEMA licensed + CPR required.
6215 6216	Central Service	Technician	1 1	PT PT	Varies High school grad or equivalent. Previous experience in instrument processing, sterilization and reusable linen packs assembly.
6157 6191	Performance Improvement	PI Coordinator – RN	1 1	PT FT	8:00a – 4:30p 8:00a – 4:30p RN with State of IL licensure. Previous PI experience required.
6211	Performance Improvement	Patient Liaison	1	FT	Days Bachelor's degree in health related field. Healthcare related experience preferred, excellent communication skills.
6214	Materials Management	Director, Materials Management	1	FT	Days Bachelor's degree required, MBA preferred. 3-5 years experience as director responsible for all phases of materials management.
6167	Cardiac Rehab	Cardiovascular RN	1	PT	8a-4:30p M, W, F RN with State of IL licensure + CPR required.
6166	Cardiac Recovery	Cardiac RN	1	FT	6p-6:30a RN with State of IL licensure, CPR + ACLS required. Min 2 yrs critical care nurse experience. Knowledge of arrhythmia & device implant.
6178	MICU	RN Weekend-Days	1	FT	7a-7:30p RN with State of IL licensure, CPR, ACLS + EKG strip interpretation required. 2 years previous ICU experience.
6187	Environmental Services	Technician I	1	FT	3p-11:30p High school grad or equivalent required. Will clean assigned areas of the medical center. Considerable walking & standing required.
6200	Patient Financial Services	Biller	1	FT	8a-4:30p High school grad or equivalent. 2-3 yrs experience in hospital billing preferred. Experience with electronic billing systems, use of NEBO and HBO Star financial systems pref. Ability to type, use 10 key calculator, knowledge of ICD-9/CPT coding.
6201	Patient Financial Services	Collector (BC/BS)	1	FT	8a-4:30p High school grad or equivalent. 1-2 yrs previous hospital collection experience. Responsible for the timely follow up and collection of accounts receivable. Ability to type and use 10 key calculator.
6202	Patient Financial Services	PFS Coordinator	1	FT	8a-4:30 High school grad or equivalent required; college graduate desired. Computer proficient in Microsoft (Outlook, Word & Excel). 5-7 years of Medicare/Medicaid and managed care reimbursement principles and health care accounting practices. Knowledge of insurance and medical terminology, including ICD-9, DRG, CPT and HCPCS coding. Knowledge of managed care contracts and contract language.
6225	Hospice	Intake Coord – RN / Volunteer Coord.	1	FT	Days + On call RN with State of IL licensure + CPR required. Previous RN Hospice / intake experience.
6219	Laboratory	Support Technician	1	FT	Days/rot. pm's as need High school grad or equivalent. Phlebotomy certification + 2 yrs experience preferred.
6220	Laboratory	MT/MLT	1	PT	2p-10:30p Graduate of Med Tech program required. ASCP, CLT/NCA certification or eligible.
6076	Laboratory	Clinical Application	1	FT	9a-5:30p 3-5 yrs MT (ASCP) generalist experience with knowledge of lab equipment and testing.

		Specialist				2-3 yrs experience with LIS build, implementation, interfaces, maintenance and staff training. Technical aptitude and ability to engage in high level problem solving.
6077	Laboratory	Clinical Support Specialist	1	FT	7a-3:30p	2-3 yrs MT (ASCP) generalist experience. 1-2 yrs LIS and Support Services experience. Generalist knowledge of lab equipment and testing. Ability to correlate data and create meaningful graphs and charts.
6208	Nutrition & Food	Aide	1	FT	Start times vary as needed	High school graduate or equivalent. Prior food service experience required. Will work various positions in the dining room and on the trayline.



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6159	Emergency Room	RN Registry II	1	Registry	3p-11:30p	RN with State of IL licensure, CPR + ACLS required. 2 yrs previous ED experience.
5836 6023	Ambulatory	Medical Assistant	1 1	Registry	Start times vary 8:00a – 8:00p	High school grad or equivalent required. Medical Assistant certificate + CPR required. 1 yr experience preferred. Must be willing to be flexible with hours. Bilingual Spanish preferred.
6073	Ambulatory	Front Office Coordinator	1	Registry	Start times vary 8:00a – 8:00p	High school grad or equivalent. Good customer service skills, computer skills + ability to multi task. Prior experience working in a medical office required.
5435	Physical Therapy	Physical Therapist	1	Registry	As needed	State of IL Physical Therapist licensure, CPR, good customer service skills. Minimum 2 years experience with pediatrics.
5826	Physical Therapy	Physical Therapy Assistant	1	Registry	As needed	Graduate of PTA program. State of IL PTA licensure + CPR required.
6107	Central Service	Technician	1	Registry	As needed	High school grad or equivalent. Previous experience in instrument processing, sterilization and reusable linen packs assembly.
6217 6218	Laboratory	Support Technician	1 1	Registry	PM's/Nights Nights	High school grad or equivalent. Phlebotomy certification + 2 yrs experience preferred.
5890 6165 6226	Hospice	RN	1 1 1	Registry	As needed + on call weekend & holidays	RN with State of IL licensure + CPR required. Hospice experience preferred.
6213	Resource Management	Central Distribution Clerk	1	Registry	As needed	High school grad or equivalent. Fill, deliver and charge supplies ordered from nursing units. Perform physical inventory, audit and replenish supplies.
6186	Pharmacy	Pharmacy Technician	1	Registry	10:00p-6:00a	State of IL Pharmacy Technician licensure required. Previous hospital experience preferred.
6203	Pharmacy	Pharmacist Registry II	1	Registry	As needed	State of IL Pharmacist license required. Previous hospital experience.
6175	Nutrition & Food	Dietician	1	Registry	As needed	Current Registered Dietician license with State of IL or eligible required. Prior healthcare experience preferred.
6207 6183	Nutrition & Food	Aide	1 1	Registry	As needed	High school graduate or equivalent. Prior food service experience required. Will work various positions in the dining room and on the trayline.
6227	Radiology	Patient Service Associate	1	Registry	Varies as needed	High school graduate or equivalent. Knowledge of medical terminology.
6221 6222 6223 6224	Home Health	Data Entry Clerk	1 1 1 1	Registry	8a-4:30p as needed	High school graduate or equivalent. Ability to do data entry accurately at a fast pace. Ability to communicate to other health care professionals.