

**Employment Opportunities**  
**August 30-September 4, 2010**



**Thank you for your interest in employment with CVMC.**  
**Please take a moment to read the following important information about the application process.**

<b>Employment Information</b>	<b>Human Resources Contact Information</b>
<ul style="list-style-type: none"> <li>◆ On-Line Applications are accepted for all positions posted on the Employment Opportunities listing.</li> <li>◆ Employment applications are continuously accepted for the following positions:            Certified Occupational Therapy Assistant, Certified Registered Nurse Anesthetist, Imaging/Radiologic Technologist, Licensed Physical Therapy Assistant, Occupational Therapist, Pharmacist, Physical Therapist, Physician, Registered Nurse, New Graduates- Allied Health and Registered Nurse.</li> <li>◆ Positions remain posted until filled.</li> <li>◆ Resumes may be conveniently submitted via email.</li> <li>◆ Faxed applications are not accepted.</li> <li>◆ Employment Opportunities are updated weekly on the job line &amp; website</li> <li>◆ * Denotes first time listing</li> </ul>	<p style="text-align: center;"><b>To complete an On-Line Application            visit the CVMC Website:</b>  <a href="http://www.catawbavalleymc.org">www.catawbavalleymc.org</a></p> <p style="text-align: center;"><b>Jobline</b>            828-326-3360</p> <p style="text-align: center;"><b>Email resumes to:</b>  <a href="mailto:dteague@catawbavalleymc.org">dteague@catawbavalleymc.org</a></p>

**7360 | Administrative & Clerical**

**Administrative Assistant II / Maiden Family Practice / Full-time / 1<sup>st</sup> shift.** High School diploma or equivalent. Knowledge & understanding of basic ICD-9 and CPT codes. One-year experience in a physician's medical office/clinic performing front office duties, such as but not limited to working with ICD-9 & CPT codes and scheduling. Promotes a professional practice image by efficiently performing a variety of business and clerical tasks designed to facilitate the smooth flow of patients and work throughout the medical office. Receives and registers patients, manages the telephone, schedules appointments, prepares charts, collects payments and co-payments and enters charges as necessary to capture the maximum payment reimbursement for services. \$9.61 minimum.

**Financial Specialist-Refund Specialist / Central Billing Office / Part-time 20 hours per week / 1<sup>st</sup> shift.** High School diploma or equivalent. One-year experience in filing health insurance claims. One year experience in collection activity. Extensive knowledge of all third party payers: Medicare, Medicaid and Worker's Compensation and Managed Care. Experience with compliance issues, ICD-9 and CPT coding. Good data entry skills. Ability to operate standard office machines such as programmable telephone, copier and computer. Good grammatical, punctuation and mathematical skills. Visual acuity, manual dexterity, public relations skills. Interpersonal skills. Organizational skills. Eligibility to be bonded. Responsible for the day-to-day billing and collection of all physician office charges as necessary to capture the maximum payment reimbursement for services. Responsible for completing patient and insurance refunds for all ECW data sets. Must maintain credit balances to a minimum. \$11.72 minimum.

**7360 | Professional**

**\*Clinical Social Worker / Clinical Resource Management / Full-time / 1<sup>st</sup> shift.** Required: Master's degree in Social Work from a graduate school accredited by the Council on Social Work Education or Bachelor's degree in Social Work with a Master's degree in Counseling or related field. Preferred: North Carolina Certified Master Social Worker (CMSW) or North Carolina Licensed Clinical Social Worker (LCSW) . Accredited Case Manager, Social Work with the American Case Management Association. Up to a year of previous experience in medical social work, preferable in an acute care hospital setting. Provides clinical social work functions for the hospital. Social workers offer guidance and counseling to people in crisis. Their patients range from newborns to the elderly. They assist patients in obtain funds, education, or treatment. Often they begin the reporting actions in cases of abuse and neglect. \$45,094.40 minimum.

**Network Analyst / Information Systems / Full-time / 1<sup>st</sup> shift.** Associate Degree in Computer Science or 5 years experience in related field. Certified Novell Administrator (CAN) certification, Manufacturer equivalent of Cisco Certified Network Associate (CCNA) such as the Avaya Certified Specialist (ACS) or the Nortel Certified Technology Expert. At least one year experience as a Network Engineer/Administrator/Analyst in a heterogeneous multi-vendor environment. Demonstrated knowledge and experience with TCP/IP (IPv4 and IPv6), HTTP, VPNs and the OSI model and internetworking protocols; configuring network device and appliance operating systems at layer 2 and 3; administering firewalls in a multi-DMX environment; and troubleshooting IP subnets. Three years of network architecture design and implementation experience. Network and Host Intrusion Prevention design and management; Network Event Correlation design; Two Factor Authentication design; VPN design and management including IPSEC and SSL; Network Access Control and role-based administration; Content filtering and administration for both e-mail and web traffic; Firewall/DMZ design and administration; Enterprise wireless design and management including wireless VOIP. Establishes, maintains, and keeps up to date the network architecture including the logical and physical design, redundancy and wireless networking and ensures that bandwidth and capacity exists for new systems and hardware as identified during the budgeting process, in the IS Strategic Plan and from unplanned requests. Manages and keeps in excellent working order the hospital backbone (core switches), communications equipment (edge devices), remote access servers and firewalls installed at the hospital, remote buildings and WAN sites. Monitors the performance of and keeps in excellent working order all network appliances and equipment to assure a stable and consistent production environment with the appropriate disaster recovery measures. Responsible for monitoring the network health and device availability using automated tools. Implements new IPSEC and SSL VPN connections and maintains existing VPN connections for employees, vendors and clients. Responsible for performing network adds, moves, and changes including but not limited to the configuration and troubleshooting of Layers 2 and 3 of the Avaya infrastructure, WAN circuits and associated data cabling plants including both fiber optic and copper. Performs some aspects of network cabling process, works with cabling vendors and is responsible for associated documentation according to infection control standards. Salary depends on experience.

**Pharmacy Business Manager / Pharmacy / Full-time / 8:00 AM – 4:30 PM.** Bachelor's degree in business or related field. Competent in Microsoft and other computer applications. 2 years experience in materials management. Prefer pharmacy experience with 2 years inventory management, to include 340B and/or patient assistance/drug recovery plan knowledge. Proven customer relations skills. Physical stamina and strength. Visual acuity. Ability to perform clerical record keeping functions. Knowledge of basic office practices and procedures. Performs analysis and advisement in medication procurement and inventory management while remaining cognizant of patient outcomes related to pharmacotherapy. Optimizes resources through special programs and maintenance of a formulary focuses on cost-containment and ensures positive patient outcomes and safety. \$24.92 minimum.

**Employment Opportunities**  
**August 30-September 4, 2010**



**7362 Allied Health**

**Athletic Trainer / Sports Medicine / PRN as needed / various shifts and days.**  
**Athletic Trainer / Sports Medicine / Part-time 20 hours per week /** Bachelors Degree in Exercise Physiology, Health Education, Exercise Science, or Sports Medicine. BOC certified. Licensed by North Carolina Board of Athletic Training Examiners within 60 days of employment. CPR or BCLS certified. Provides AT services to high schools and others as indicated including prevention programs and coverage of athletic events as indicated. Responsible for the implementation of exercise programs for fitness members. Teaches patients/members proper principles of exercise and proper use of exercise equipment. May lead exercise classes, as needed. Evaluates exercise status of patients/members. \$20.00 per hour for PRN position. \$14,934.40 annually for Part-time.

**Group Exercise Leader (Water Aerobics) / Fitness Center / PRN / various hours depending on class needs.** High school diploma or equivalent. BCLS certification for health care providers required within 90 days of employment. Prefer Certified Water Aerobics Instructor certification. Minimum three months instructor experience in training discipline. Responsible for the instruction of group-based exercise programs for fitness members. Teaches members proper techniques of exercise and proper use of exercise equipment. Leads exercise classes and/or pool classes. \$16.00 per hour.

**Imaging Technologist / Ultrasound / Registry (PRN) / Call and fill-in as needed.** Associate's degree in Medical Sonography. Current RDMS or registry eligible. 1-2 years of experience preferred. Performs a variety of imaging modalities under the clinical direction of a Radiologist or Surgeon. \$21.68 new grad or \$23.00 with 1 year of experience.

**Medical Assistant/Certified Medical Assistant / Claremont Family Practice / Part time 24 hrs per week / 8:00 AM – 5:00 PM / Mon., Tues. and Thurs.**

**Medical Assistant/Certified Medical Assistant / SE Catawba Family Practice / Full-time / 8:00 AM – 5:00 PM**

**Medical Assistant / Certified Medical Assistant / Maiden Family Practice / Full-time / 8:00 AM – 5:00 PM**

**Certified:** Graduate of an accredited program for Medical Assisting and certification as a Medical Assistant. BLS certification must be completed within 90-days of hire. Certified: \$11.72 minimum

**Non-Certified:** High School education or equivalent required. BLS certification must be completed within 90-days of hire. One to four years of experience in a medical office setting as a medical assistant. **Certified or Non-Certified:** Data entry skills. Visual and auditory acuity. Verbal communication skills. Empathy and compassion. Interpersonal skills, organizational skills and good customer service skills. Demonstrates the ability to consistently deal with a fast and sometimes stressful environment. Performs a wide variety of clinical and/or administrative duties to medical office outpatients under the direct supervision of a licensed physician or licensed mid-level provider. Non-Certified: \$10.52 minimum

**Occupational Therapist / Occupational Therapy / Part-time / 8:00 AM – 6:00 PM Saturday and Sunday.** Bachelor's degree in Occupational Therapy from AOTA recognized program. Current NC license. CPR certification for health care providers required. Evaluates patients referred for occupational therapy to maximize ability to resume daily living and vocational activities. Develops, communicates, coordinates, implements, monitors and revises treatment plan with goal of maximizing patient's capabilities. Supervises clinical activities of COTAs and non-licensed personnel. \$24.92

**Physical Therapist / Physical Therapy / Part-time / 8:00 AM – 6:00 PM Saturday and Sunday.**

**Physical Therapist / Inpatient Physical Therapy / PRN / primarily 8:00 AM – 5:00 PM / rotating weekday and weekend coverage.** Bachelor's Degree in Physical Therapy. Current NC license. CPR certification for health care providers within 90 days of employment. Evaluates patients referred for physical therapy to assess functional mobility and identifies barriers to discharge. Develops, communicates, coordinates, implements, monitors and revises treatment plan with goal of maximizing patient's capabilities. Supervises clinical activities of LPTAs and non-licensed staff. \$27.41 minimum.

**Radiologic Technologist / Maiden Family Practice / Full-time / 8:00 AM – 5:00 PM.** Graduate of an accredited Radiography program. Current ARRT registration. Competent in any 1 of the following modalities: Special Procedures, Cardiac Catheterization, Ultrasound, CT, Nuclear Medicine, MRI, or Mammography. BLS certification must be completed within 90-days of hire. Experience in a medical office setting performing x-rays &/or medical assisting. Performs a variety of imaging modalities using independent judgment under the clinical direction of a Physician or Mid-level Physician. Performs a wide variety of clinical and/or administrative duties to medical office outpatients and Occupational Health patients and clients under the direct supervision of a licensed physician or licensed mid-level provider. Pay depends on experience.

**Speech Language Pathologist / Inpatient Rehab Therapies / Part-time 24 hours per week / 8:30 AM – 1:00 PM.**

**Speech Language Pathologist / Acute Rehab / PRN-as needed / 1<sup>st</sup> shift.**

Master's degree in Speech/Language Pathology. Current license or license eligibility as a Speech/Language Pathologist in NC. CPR certification for health care providers required within 30 days of employment. Prefer Certificate of clinical competence (CCC-SLP), or completion of a clinical fellowship year (CFY-SLP) as granted/defined by the American Speech-Language-Hearing Association certification. Evaluates patients referred for speech and/or language deficits and disorders. Plans and implements treatment. Coordinates care with family and other care providers. Responsible for the routine operational activities of the service. \$24.92 minimum.

**Surgical Technologist / Operating Room / Full-time / 10:30 AM – 9:00 PM with weekend and holiday call.** High school diploma or equivalent supplemented by competency demonstrated by experience and training or graduate of an accredited Surgical Technology program. Recent experience in Surgical Technologist role preferred. Provides patient care duties perioperatively for patients of all ages, infants through adults under the supervision of a Registered Nurse. Serves primarily as a scrub technologist. Also functions as a surgical assistant and/or assistant to the circulating nurse. \$11.72 minimum. Increased minimum for experience level.

**Surgical Technologist (see requirements above) or Instrument Technician / Sterile Processing / Full-time-32 hours per wk / 3 days 1:00PM – 7:30 PM and 2 days 1:00 PM – 8:30 PM.** Instrument Technician: High school graduate or equivalent. Physical stamina. Manual dexterity. Mechanical aptitude. Organizational skills. No experience necessary-will train on basic proficiencies of the position. Decontaminates instruments and equipment. Cleans, assembles, packages, and sterilizes instruments and supplies for age appropriate care. Surgical Technologist: \$11.72 minimum. Increased for experience level. Instrument Technician: \$9.07 minimum.

**7363 Management**

No positions available

*Employment Opportunities*  
*August 30-September 4, 2010*



7364	<i>Support Services</i>
<b>Cook / Nutrition Care / PRN (as needed) / Rotating shifts - 4:00 AM – 12:30 PM and 10:00 AM – 6:30 PM.</b> High School diploma or equivalent. Ability to read, write and follow verbal and written instructions and recipes. Basic mathematics skills. Prefer Technical or vocational training in culinary arts. Certified cook or apprentice. Formal training in institutional cooking methods and sanitation procedures. Prepares food in accordance with daily menu and schedule in sufficient quantities, and in accordance with recipes, sanitation procedures and portion control. \$9.61 minimum.	