

**Employment Opportunities**  
**January 31 – February 6, 2012**



**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:mstaton@catawbavalleymc.org">mstaton@catawbavalleymc.org</a></p>

**7363 | Management and Supervisory**

**Director Health Information Services and Privacy Officer / Full-time / primarily 1<sup>st</sup> shift.** Incumbent must be a Registered Health Information Administrator with proven ability to manage a Health Information Services Department. Prefer Project Management Skills. Three years management experience in medical records/health information services. Prefer Management of the clinical coding segment of medical records/health information services. Incumbent should possess extensive written and verbal communication skills and organizational skills. Incumbent should possess ability to motivate and lead staff engaged in medical record activities. Responsible for the maintenance, processing, retention and retrieval of automated and manual medical records in accordance with accreditation and governmental regulatory agencies. Coordinates special studies and the utilization review function. Develops a process to periodically evaluate access to PHI to assure confidentiality is maintained; determines appropriate plan of action when confidentiality breach is determined to have occurred. Salary depends on experience.

**\*Director, Managed Care / Full-time / primarily 1<sup>st</sup> shift.** Bachelor's degree from an accredited college or university in business or a health related field. Prefer Master's degree or minimum ten years (10) practical experience. Minimum of five years experience in managed care and workers compensation contract negotiations. Minimum of ten (10) years experience in managed care and health insurance. Incumbent should have demonstrated management, strategic analysis and communication experience. Incumbent should have extensive and outstanding verbal and written communication skills, and organization and multi-tasking capabilities. Knowledge and experience in and of health care finance, profit/loss, medical cost ratios, physician payment and health care delivery systems are essential. Skills in resourcefulness, ingenuity and aggressiveness are critical in the negotiation of health plan contracts to ensure that the hospital and hospital owned practices receive optimal level contract agreements. The incumbent must be adept at public speaking and have a good working knowledge of medical care financial management. Management skills must be demonstrated in planning, organizing, written/oral communications, problem solving, decision making and personnel supervision and motivation. Demonstrated management, strategic analysis and communication experience are required. Demonstrated ability to process and analyze complex information. On exclusive behalf of the Hospital and Hospital owned practices, provides complete oversight, leadership, direction-setting and management of the Managed Care and Contract Compliance department and staff. Identifies and negotiate cost-effective, strategic, and advantageous managed care contracts; enforces contractual terms and payor compliance; and ensures internal departmental contractual education and understanding in order to maximize contractual terms to meet Hospital's quality and revenue initiatives. Specific duties and responsibilities include but are not limited to: contract negotiations and contract management, credentialing, marketing, strategic planning, data analysis, product development, provider recruitment and retention, resolution of medical office claims/fee schedule issues and education and training. Salary depends on experience.

**7360 | Administrative & Clerical**

**Administrative Assistant II / Catawba Valley Family Care-Newton / Full-time / 7:50AM – 5:00PM.**  
**Administrative Assistant II / North Hickory Family Practice.** High school diploma or equivalent. Preferred Experience: Knowledge & a clear understanding of basic ICD-9 and CPT codes; EMR and ECW-Eclinical Works EMR experience. Formal technical or vocational education in Healthcare Management / coding. Required: 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. If no experience, must have completed a successful internship with good references or an extensive customer service background. \$9.61 minimum.

**Patient Financial Counselor / Business Services / Part-time / 24 hours per week / 11:00 AM - 11:00 PM various days.** Associate's degree in Business Administration or related field, or the equivalent obtained through college level course work and high school diploma or equivalent. Bachelor's degree in Business Administration preferred. Comprehension of insurance plans and related regulations. Proficient in basic mathematics and healthcare reimbursement issues. Application use of Microsoft Excel and Word. Prior experience in financial functions of hospital or medical business related to accounts receivable. Experience in working with the public in application of third party reimbursement procedures and knowledge of medical financial assistance agencies. Demonstrated proficiency in record keeping and interviewing. Performs patient financial counseling, collections and insurance reporting functions for patient accounts. Serves as liaison between the patient and/or the patient's representative and the hospital by opening a line of communication in which to offer education and counseling related to financial obligations. \$11.72 minimum.

**7360 | Professional**

**Nurse Practitioner- Neonatal / NNP Services / Registry / usually 8 hour shifts, occasionally 24 hour shifts)** Graduate of accredited nursing program, possession of a masters degree with clinical emphasis and/or graduate from a formal post-basic nursing education program resulting in certification as a Neonatal Nurse Practitioner. Possession of a current North Carolina RN license. Approved to perform medical acts by the joint sub-committee of the NC Board of Nursing and NC Board of Medical Examiners. NRP Certification is required. Three years nursing experience, two of which have been in a Neonatal Intensive Care Unit. The Neonatal Nurse Practitioner exercises a high degree of professional responsibility, accountability and independent judgment in the performance of advanced nursing practice. Possesses in-depth knowledge of the care and treatment of neonatal patients with specialized needs. \$50.00 per hour PRN rate.

**Nurse Practitioner-Psychiatric / Catawba Valley Psychiatry Services / Sunday through Wednesday / Full-time 40 hours.** Graduate of an accredited Nursing Program and accredited Adult and Geriatric Nurse Practitioner Program. CPR certification. Psychiatric and Mental Health Nurse Practitioner Certification preferred. At least two (2) years experience in Psychiatry with associated population. Psychiatric Nurse Practitioner Certification from the ANCC is preferred. FNP or other clinical certifications may be acceptable, depending on the candidate. Performs history, physical examinations, diagnoses, therapeutic treatment regimens as required, interprets lab results all under the supervision and directions of a practicing physician. Salary depends on experience.

**Pharmacist Informaticist / Full-time / 1<sup>st</sup> shift.** Graduate of accredited Pharmacy program. Current NC Pharmacy license. Prefer Masters degree in informatics or health care discipline preferred. Certification in Informatics desired. Project Management training and experience. Experience in clinical or managerial pharmacy practice. 3 to 5 years experience with MEDITECH advanced clinical modules in a health care discipline or clinical informatics experience. Prefer Experience with MEDITECH NUR, EDM, PCM, PHA or BMV modules. Proficient with report writer applications such as NPR, Crystal, SQL. Proficient in Microsoft applications. Two or more years working in clinical informatics providing a leadership role implementing and supporting health care clinical systems. Demonstrated experience working with multiple simultaneous projects involving cross-functional teams. Assists with the development, implementation, and/or upgrades and on-going support of Clinical Information Systems including Advanced Clinical modules, hardware and software, statistical information, and other projects as assigned. Pay depends on experience.

**Physician / Northeast Family Practice / Full-time / Monday-Friday 8:00 AM – 5:00 PM**

Graduate of accredited medical school. Current NC license. BLS certification must be completed within 90-days of hire. Provides age-appropriate physician care to patients from infant through geriatric as outlined in credentialing. Salary depends on experience.

**Practice Coordinator II / Fairgrove Primary Health / Full-time / 8:30 AM – 5:00 PM.** High school diploma. Extensive knowledge of information systems, third party payers: Medicare, Medicaid, and Worker's Compensation and Managed Care. Experience with Compliance Issues, ICD-9 and CPT coding. General medical office operations. Medical terminology. Bookkeeping skills. General clerical skills. Good spelling, grammatical and punctuation skills. Organizational skills. Working knowledge of government regulations concerning payroll. Prefer Associates degree in Healthcare Management or a related field. Formal education in accounting. Supervisory training. Experience with Medical Manager computer system. One year working in physician practice as a receptionist. Responsible for day-to-day management duties of a physician office as necessary to provide quality care and support to practice physicians and staff. Supervises clerical staff and coordinates clinical staff. \$13.78 minimum.

**Risk Analyst / Risk Management / Full-time / 1<sup>st</sup> shift.** Baccalaureate degree. Graduate of an accredited nursing program with a current NC (or compact state) Nursing licensure. Working knowledge of word processing and spreadsheet computer applications. Medical terminology. Experience in claims management, performance improvement/project management/six sigma training, quality assurance or risk management OR four years experience in healthcare. Prefer Hospital/risk management experience, medical malpractice claims preferred. Previous experience as a team facilitator is a plus. Analyzes risk management data on a consistent basis. Develops and presents risk management educational programs with the objective of improving patient care and controlling or minimizing loss to protect the assets of the facility. Conducts and/or assists with Intense and Root Cause Analyses. Participates in performance improvement teams. Recommends changes in policy and procedure based upon results of risk data analysis, changes in laws/regulations/published standards and/or published research. \$ 45,094.40 minimum.

**7362 Allied Health**

**Athletic Trainer (ATC)/ Sports Medicine / PRN as needed / various hours.** Bachelor's degree in Athletic Training from an accredited Athletic Training education program required. NATA BOC certification required. Licensed by North Carolina Board of Athletic Training Examiners within 60 days of employment. CPR or BCLS certified. Provide AT services to local high school and others, as indicated, including prevention programs and coverage of athletic events, as indicated. Assist with Pre-participation Exams, as needed. Assist with Sports Performance Enhancement, as needed. May assist with coverage of fitness center, as needed. Teaches clients/members proper principles of exercise and proper use of exercise equipment. \$20.00 PRN rate

**Group Exercise Leader-Zumba Certified / PRN / 2<sup>nd</sup> shift**

**Group Exercise Leader – Group Fitness Certified or Specialty Fitness Certification / PRN / 2<sup>nd</sup> shift**

**Group Exercise Leader – Yoga or Tai Chi Certified / PRN / 1<sup>st</sup> shift**

High school diploma or equivalent. BCLS certification for health care providers required within 90 days of employment. Bachelor's degree in exercise physiology or related health field. ACSM certified health and fitness instructor or equivalent certification as a group exercise instructor preferred. 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 PRN Rate

**Imaging Technologist / Ultrasound / Part-Time / various shifts.** Graduate of an accredited medical or cardiovascular sonography program with current RDMS or CCI Registration. Some 2<sup>nd</sup> shift hours, call and holiday coverage. Applicant must be registered in abdomen, OB/GYN or Vascular Ultrasound. Performs a variety of imaging modalities under the clinical direction of a Radiologist or Surgeon. \$21.68 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 minimum.

**Pharmacist / Pharmacy / Full-time / Weekdays 2:00 PM – 11:00 PM, Weekends 9:30 AM - 7:00 PM / 7 days on/7 days off.**

**Pharmacist / Pharmacy / Temporary 20-40 hours per week for minimum of one year / 1<sup>st</sup> shift.**

Bachelor's Degree in Pharmacy. Currently licensed in North Carolina as a pharmacist. Prefer Pharmacy Doctorate and/or a medical center residency. Prefer one year of experience in a hospital setting. Dispenses medications, intravenous fluids, and other pharmaceuticals. Reviews patient medication profiles for appropriate therapy and potential problems. Enters new medication orders and contacts prescribing physician for clarification as needed. Supervises technical personnel in their dispensing functions. Serves as a clinical resource to the medical center and medical center staff regarding drugs and pharmaceuticals. Assumes responsibility for specialized pharmacy activities and projects to increase the level of pharmaceutical care in the organization. Full Time: Salary depends on experience. Temporary: \$75/hour

**(2)Phlebotomist / Laboratory PRN / various shifts.** High school diploma or equivalent. Certification in Phlebotomy or minimum of 3 months experience. Performs venous punctures to collect blood specimens for analysis. \$10.52 minimum.

**Radiation Therapist / Radiation Oncology / PRN / 7:30 AM – 4:30 PM** Graduate of an accredited Radiation Therapy program. Registered. ARRT in Radiation Therapy or registry eligible. BLS certification within 30 days of employment. 1 – 2 years of previous radiation therapy experience required. Performs radiation therapy and radiographic procedures involving the application of x-rays and radioactive materials to patients for treatment purposes, under the clinical supervision of a Radiation Oncologist and Medical Physicist. Properly positions patients using both external markers and internal anatomy to ensure accurate treatment of prescribed radiation dose. Operates and maintains specialized equipment. Prepares and maintains patient records and reports. \$27.41 minimum.

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**Radiologic Technologist / Radiology / PRN / varying hours and shifts.** Graduate of an accredited school of Radiologic Technology. Current ARRT registration. 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 (if applicable) patients and clients under the direct supervision of a licensed physician or licensed mid-level provider. \$17.45 minimum (more with experience)

**Speech Language Pathologist / Acute Rehab / PRN-as needed / 1<sup>st</sup> shift.** Master's degree in Speech/Language Pathology. Current NC SLP license or license eligible. 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.

<b>7364</b>	<b>Support Services</b>
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**\*Cook / Nutrition Care / PRN (as needed) / rotating shifts.** 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. Must have at least 6 months to one year of training in cooking. 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.

**Environmental Services Technician I / PRN (as needed) / 1<sup>st</sup> shift.** High school diploma or equivalent. Physical stamina. Manual dexterity. Ability to read and write and follow verbal and written instructions. Proficient in basic arithmetic functions. Performs housekeeping duties for an assigned area of the medical center. Maintains assigned area in a sanitary, orderly and attractive manner. \$7.73 minimum.

**Environmental Services Technician 2 / PRN / 2<sup>nd</sup> shift. 7:00 AM– 3:30 PM weekends / 2:30 PM – 11:00 PM weekdays.** High school diploma or equivalent. Physical stamina. Manual dexterity. Ability to read and write and follow verbal and written instructions. Proficient in basic arithmetic functions. Cleans and services medical center building areas, moves furniture, supplies and miscellaneous equipment. Performs a variety of housekeeping duties to maintain medical center in a sanitary and orderly condition. Performs specialized floor maintenance assignments. \$8.50 minimum.

**Safety Technician / Psychiatry / Full-time / 7:00 PM – 7:00 AM.** High school diploma. BCLS Certification within 90 days of employment. Crisis Intervention Certification within 30 days of employment. Prefer CNA I or II. Visual and auditory acuity. Verbal communication skills. Interpersonal skills. Empathy and compassion. Able to respond quickly and calmly at crisis times. Physical stamina. Manual dexterity. Ability to read and write and follow verbal and written instructions. General understanding of human behavior and coping mechanisms. Provides non-nursing safety and security appropriate to the age of the patients served, incorporating principles of therapeutic verbal and physical intervention. Able to develop constructive and cooperative relationships with others, and maintain them over time. Demonstrates ability to maintain composure, keep emotions in check, and avoid aggressive behavior, even in difficult and high stress situations. \$9.07 minimum.