



COMING TOGETHER TO CARE FOR YOU.

HEALTH CARE CAREER DIRECTORY

Administration

Hospital Administration oversees and coordinates the activities of the hospital to achieve financial and operational goals, objectives and procedures. Develops and maintains relationships with external agencies and community groups. Generally a 1-2 year master's degree in hospital or health services administration, public health or public administration is required for these positions.

Admitting

Admitting Representative enters patient information into a CRT and does related work regarding census and bed control. Required typing ability.

Chaplaincy

Chaplain provides religious counseling to patients, families and employees in time of crisis. Arrange for performance of church rites when requested by patients or their families. Leads support groups. Bachelor of divinity degree from an accredited theological seminary. Must be ordained by a recognized body and endorsed by proper ecclesiastical authority.

Community Health/Interpreter Services

Interpreter provides system wide foreign language interpreting (verbal) and translation (written) to enable understanding and successful communication between patients/families with limited English proficiency and providers and staff. The candidate will adhere to medical interpreter standards of practice and code of ethics. Qualifications include Listed in the Minnesota Department of Health's Interpreter Roster and formal training of college level courses in medical interpreting. (Minimum of 40 hours). Fluent in both English and native language, have an excellent grasp of medical terminology.

Counselors

Chemical Dependency Counselor conducts counseling services for clients through group sessions, lectures, individual counseling, and family counseling. The counselor is responsible for therapeutic execution of the treatment program, documentation of information in the client's chart and conferring with appropriate referral persons. A position requires a CCDP, or an Associate Degree in Chemical Dependency, or BA in related field with certain coursework and supervised training.

Marriage and Family Counselor provides counseling services to individuals, couples and families. Maintains referral sources with community agencies and educational programs. The position requires a master's degree in counseling and emphasis on marriage and family counseling.

EEG/EKG

Electroencephalogram (EEG) Technician operates the EEG machine, which records electrical brain activity and helps diagnose brain disorders such as strokes and tumors. Maintains equipment and sterilizes electrodes. Completion of vocational program of 6 months to 1 year or training on the job is required.

Electrocardiogram (EKG) Technician operates the EKG machine which records heart action. Submits EKG's to physician for interpretation. Typing and filing. Maintains and cleans equipment. On the job training or completion of vocational program required.

Engineers

Maintenance engineer maintains and repairs mechanical equipment and operating systems such as steam, sewer, refrigeration, oxygen, heating and air conditioning. Requires one year experience in general mechanical maintenance or repair work. Preferred vocational school courses in the trades.

Operating Engineer maintains repairs and operates high pressure boilers and other equipment in the power plant. Requires completion of vocational trade school course in steam boiler and power generating equipment operation. Completion of requirements for a first class engineers "B" license.

Facilities

Housekeeping performs cleaning duties as assigned to keep the facility orderly, attractive, clean and sanitary. A high school diploma. GED is preferred. You must have the ability to communicate verbally and written, lift and carry 50 pounds and push up to 100 pounds. Much stooping, bending and independent work is involved.

Environmental Services Aide performs cleaning duties as assigned. Keep facility orderly, attractive, clean and sanitary. Working in a patient care environment and providing cleaning services to medical staff as requested. Qualifications: One year previous housekeeping / custodial experience required. It is preferred that applicant is able to understand and complete both verbal and written instruction in English. Physical Demands: Must be able to lift 50 pounds intermittently and 20 pounds above the shoulders. Must be able to stand, walk, squat and perform physical duties for 8 hour shifts. Must be able to work with cleaning chemicals.

Finance

Accountant estimates expenditures expected and submits to management. Analyzes records of present and past operations, trends, costs, estimated and realized revenues, administrative commitments and obligations incurred. Interprets accounts and records to management. Requires bachelor's degree in accounting.

Coding Specialist review all chart documentation for patient encounters, and accurately codes services according to the ICD-9, CPT, and HCPCS guidelines to ensure correct code assignment based on documentation. Be responsible for adhering to all policies, procedures and practice guidelines, promoting teamwork with all members of the health care team, maintaining complete, timely and accurate documentation for each patient and continually looking for opportunities to improve processes and workflow.

Health Information Management

Health Information Coding and Reimbursement Specialist codes medical records using coding classifications to ensure data integrity and proper coding assignment. Abstracts data to provide and maintain an accurate clinical and demographic database. Determines record documentation to support accurate reimbursement and compliance with government regulations. Coding specialist with national certification. Associate's degree (HIM Tech) is pref.

Health Science Resource Center

Audio-Visual Specialist plans preparation and use of audio-visual teaching aids. Reviews and evaluates videos, assists in selection of audiovisual materials for presentations based on knowledge of educational needs. Requires a bachelor's degree with coursework on AV.

Medical Librarian specializes in health and medical information. Physicians, health professionals, and students use their services. In addition to general library responsibilities, such as cataloging, these librarians must know about books, journals, and reports which deal with medicine or allied health sciences. A master's in library science is required with emphasis in health sciences.

Human Resources

Benefits Specialist administers, facilitates and explains benefit programs to employees. Monitors costs, claims and participation in benefit plans. Prepares annual benefit statements, IRS and other reports. A bachelor's degree with courses in accounting, personnel management or business is needed.

Human Resources Representative is responsible for recruitment and selection of qualified applicants for all levels of positions. Builds relationships with departments and assists with hiring, salary administration, discipline, and employee relations. Requires a bachelor's degree and excellent communication skills.

Payroll Specialist processes timecards, related reports and human resource functions. Requires prior clerical experience and attention to detail.

Information Services

Computer Operator assures that all computers and associated equipment are operational at all times. Operates computer systems and performs related duties. Requires associate technical degree or equivalent education/experience in computer operations. Familiarity with technical concepts preferred.

Programmer Analyst designs and develops programs and supportive documentation. Interacts with users through various phases of design, implementation and maintenance. Requires bachelor's degree or equivalent education/experience in computer science.

Laboratory

Cytotechnologist stains, mounts, and studies human body cells to detect evidence of cancer and other diseases. Identify and label all specimens received. Maintains all required records. College courses in biology/chemistry and completion of an accredited program in cytotechnology.

Histology Technician cuts, stains and mounts body tissues for microscopic examination by pathologists. Training is generally 2 years in medical lab technician program.

Medical Technologist perform tests on patient specimens (i.e. blood, spinal fluid) to determine the absence, presence or extent of disease. Training in the areas of biochemistry, hematology, and microbiology. Work with electronic instruments and computers. A four year degree in medical technology with clinical training in lab required.

Medical Laboratory technicians under supervision, perform tests that are less complicated. May also work with electronic instruments and computers. Technicians receive formal training of 18 months to 2 years of education.

Lab Care Assistants obtain blood samples by venipuncture or finger stick and under supervision may perform routine tests like blood typing. Assistants may complete a certification program or receive on the job.

Medical Support Staff (includes Nursing Support)

Emergency Room Tech provides patient care including EKG's. Prepping wounds, assisting with ortho procedures, vital signs plus keeping the area stocked and organized with supplies. Direct and indirect patient care with all age groups infant to adult. Requires a minimum of EMT training and experience.

EMT (Emergency Medical Technician) responds to medical emergencies and provides immediate care to the critically ill or injured. They may administer cardiac resuscitation, treat shock, and transport patients to a health care facility. EMT's complete basic 81hour course. The EMT dispatcher rating requires a 2-day communication course. The EMT paramedic rating consists of a minimum 500 hour course with 6-12 months prior EMT exp.

Health Unit Coordinator is responsible for clerical procedures on a nursing unit. The duties include answering phones, relaying messages, keeping charts in order, filing patient test reports, processing admission, transfer and discharge forms and transcribing physicians orders. Requires completion of 8-12 weeks vocational program, some on the job training is available.

Medical Assistant performs delegated medical functions under the direction of a physician in the delivery of care for all assigned patient populations. The MA is responsible for performing these responsibilities in accordance with all policy, procedure and practice guidelines. Requires graduation from an accredited school of a Medical Assistant program. BLS certification is preferred.

Medical Secretary is responsible for coordinating office functions and medical transcription. Requires completion of tech course or previous experience.

Nursing Assistant provides basic patient care under supervision. Duties may include assisting with hygiene, feeding, grooming, lifting, transporting, answering lights and errands. Requires the completion of a nursing assistant course which will vary from 1-3 weeks in length and successful completion of a certification exam.

Nursing Station Tech (NST) works to provide patient care while functioning as a nursing assistant and as a health unit coordinator. Duties may include: patient cares, vitals, bathing, feeding, answering call lights, transporting, care of environment (by stocking, cleaning, and maintaining rooms) and use of equipment, phones, clerical, transcription & coordinate the flow of communication on the unit. Requires previous HUC, NA, or NST experience or completion of technical college or equivalent related experience.

Surgical Technician assists with patient care and related services in operating rooms under supervision of RN. Set up operating room with surgical instruments and supplies, prepare patients for surgery, and hand instruments to surgeon during operation. Requires completion of 2 year associate degree as surgical tech.

Nursing

Clinical Nurse Specialist is an RN with a high degree of knowledge, skill and competence in a specialized area of nursing. The scope of the position includes role of practitioner, educator, consultant and researcher. Requires a master's degree in nursing, 3-4 years hospital experience and licensure as a RN in state.

Nurse Anesthetist is an RN who has specialized training to administer anesthesia during surgical procedures, child birth and special medical treatments. They constantly watch the patient to ensure all vitals are within normal limits. Requires graduation from an accredited school of nursing plus completion of a 2 year program in anesthesia and current state licensure.

Nursing Practitioner is a RN with special training who provides health services to patients to maintain health, prevent illness, or deal with acute or chronic health problems. Perform physical exams, tests, develop and carry out treatment plan. Training varies widely. Some bachelor's degree programs in nursing prepare students to assume these roles. Other programs will admit RN's and range from a few months to a master's degree.

Nurse Manager is responsible for a nursing unit. The individual is responsible and accountable on a 24 hour basis for assessing, planning, directing, and evaluating patient care. Promotes teamwork with physicians and personnel of other departments. Requires current RN licensure in state, 3-4 years hospital experience in area and bachelor's degree.

Registered Nurse cares for sick patients and promotes the physical, mental and social well-being of people. Functions include assessing, planning, implementing and evaluating the care of all assigned patients on the unit during shift. Must follow and meet standards of nursing practice and coordinate teamwork with all members of health care team. Requires graduation from an accredited school of nursing and current license in the state. BSN preferred.

Licensed Practical Nurse works under supervision of RN. They give bedside nursing care to patients and collect data. Requires completion of an accredited school of practical nursing which generally is a 2 year program and licensure in the state.

Nutrition Services

Cook prepares all hot food and baked goods that are served to patients or cafeteria customers. Determine necessary quantity and follow proper sanitation procedures. May develop new recipes. Responsible for cleaning their work area. Completes a vocational program in quantity cooking or related experience.

Dietitians promote and maintain health or treat illness through nutritional education and diet. Administrative dietitians manage food service, write menus, purchase supplies, supervise personnel, and ensure compliance with local and state health regulations. Clinical dietitians develop and carry out a plan of nutritional care for patients. They counsel patients and their families in nutritional principles relative to the patient's medical condition and life style. Completion of a 4 year bachelor's degree in dietetics plus an internship or qualifying work experience is required for dietitians.

Dietary Technician may assist in administration and nutrition care services. May supervise food production, service and menu plans. Under the supervision of dietitians they may process diet orders and help patients select menus. A 2 year associate degree is needed.

Dietary Assistant may also assist dietitians or technicians in administration or nutritional care services. Training is a 1 year vocational program for assistants.

Occupational Therapy

Occupational Therapist evaluates the functional level of patients who are physically or mentally ill and treats them using creative and manual arts, recreational, educational activities along with daily living activities. Records treatment and patient's progress. Completion of a bachelor's degree in occupational therapy and registration in the state is required for a therapist position.

Occupational Therapy Assistant provides treatment according to the plan developed by the occupational therapist and in consultation with the physician. Communicates pertinent information to the patient, physician, staff and family members. Completion of a 2 year degree in occupational therapy is required.

Orthotic/Prosthetic Technician makes and repairs artificial limb substitutes to replace those which were lost or disable through injury or disease. Technicians complete a 2 year on the job clinical training or a 1 year formal education program available at technical colleges or universities.

Pharmacy

Pharmacist dispenses medication and health supplies and provides information on drugs. They have in-depth knowledge of drugs including their composition, manufacturer, use, and how drugs work in a normal or sick person. A 5 to 6 year program at a college of pharmacy is required. 5 year programs provide the bachelor's degree, 6 years award the Pharm D degree (Doctor of Pharmacy).

Pharmacy Technician works under the supervision of a registered pharmacist. Assists with filling orders, preparing IV medications, answering phones with appropriate referrals, filling unit-dose supply carts and assisting in inventory control. Requires the completion of high school with additional technical college training or completion of internship in pharmacy program.

Physical Therapy

Physical Therapist evaluates the functional level of patients with disabilities, disorders, injuries and treats them to relieve pain, develop or restore function and maintain maximum performance using exercise, massage, heat, water, electricity. Records treatment given and patient's progress. Completion of a doctorate degree in physical therapy is required, as well as registration in the state.

Physical Therapy Assistant provides treatment according to a plan developed by the physical therapist in consultation with the physician. Communicates information to patient, family, staff, and physician. Completion of a 2 year associate degree program in physical therapy is required for a physical therapy assistant position.

Physician

Physician or Doctor of Medicine treat and prevent human illness, disease or injury. Examines patients, utilizing various types of medical equipment, instruments, tests following standard medical procedures. Instructs individuals in methods to preserve health and prevent disease. May specialize in treating a specific area of the body, or particular disease, sex, or age group. Requires completion of a 4 year college program with specific science courses before entering medical school. Medical school programs are 3-4 years in length. Additional training is needed to specialize. Instead of internships most MD graduates go directly into specialty training called hospital residency. Residencies take 3 or more years to complete.

Public Relations

Public Relations Coordinator may produce the employee newsletter, brochures and corporate publications. Responds to requests from the press, TV and other media for information about the hospital and patients who have been admitted. Directs advertising campaigns and submits information to the media to develop a positive image of the hospital in the community. Bachelor's degree in public relations, journalism, communications, or related field.

Radiology

Nuclear Medicine Technologist uses radioactive materials, under physician's supervision, to diagnose and treat disease. Responsible for safe storage and disposal of materials. Prepare and administer materials, position patient, operate instruments and prepare data from tests. Requires completion of training as a radiology technologist with courses in radioactive isotopes.

Radiologic Technologist takes x-rays of specific areas of the body as directed by physician. Administers drugs or chemical mixtures to prepare patient for some tests. Position patients, operate radiology equipment and keep records. Requires completion of 2 year program in radiologic or radiation therapy technology.

Ultrasound Technologist operates equipment which uses high frequency sound waves to create body images which show the shape and composition of body tissues. There are 1-2 year training programs at community colleges or universities. Two years previous college with science courses or experience in allied health is needed for admission.

Echocardiography Technician: perform non-invasive cardiac diagnostic imaging in patients with complex congenital heart disease using ultrasound equipment. Programs are 1-2 years long at community college or technical college. Some positions require previous radiology or ultrasound experience.

Respiratory Therapy

Respiratory Therapist treats patients with heart-lung problems such as asthma or heart failure based on physicians' orders. They administer oxygen, various types of gases or aerosol drugs. Also may do diagnostic testing related to respiratory function. Therapists complete a 2 year associate degree or a 4 year bachelor's degree.

Social Service

Social Workers work with individuals, groups and communities. In a medical setting, they help patients and their families handle problems related to physical or mental illness and disability. Requires the completion of a 4 year bachelor's program in social work.

Speech Pathology

Audiologist is responsible for providing safe and effective delivery of patient care including routine hearing evaluations, physiologic auditory assessments, special auditory tests, hearing aid evaluations and fittings, aural rehabilitation and consultation with patient and other professionals. Qualifications are a Masters degree in Audiology -prefer Doctor of Audiology (AuD) or Doctor of Philosophy (PhD) in Audiology.

Speech Pathologist diagnoses speech and language disorders and treats impairments such as aphasia, stuttering and articulation problems. Records treatment and patient's progress. Requires a master's degree in speech/language pathology.

Supply, Processing and Delivery (Materials Management)

Service and Product Assistant sterilizes stores and distributes medical supplies and equipment. Assembles instrument trays and packs for surgery. On-the-job training or completion of tech course. Materials and/or inventory supplies experience preferred.

Buyer purchases supplies and equipment for the organization. Interviews vendors to obtain information about the product, price and quality of service. Negotiates contracts, maintains records of purchases. Plans receiving, distribution and storage functions. Requires a bachelor's degree in business administration or related field.

Central Supply Technician completes daily central supply processes of wrap, pack and decontamination of instruments used in medical/surgical/endoscopy procedures. Determines Operating Room surgical instrument needs for surgery cases and sets up surgical instrument trays. Decontaminates and sterilizes surgical instruments including preparation. Serves as a resource to physicians, nurses and medical staff in the Operating Room regarding surgical instruments. Qualifications include a high school diploma/GED, graduate of an accredited Central Service Program or Surgical Tech program within the past 3 years. Must be IAHCSPM or CBSPD certified. Prefer experience of one year hospital operating room surgical instrumentation experience.

Surgical Instrument Processing Technician decontaminates, cleans, processes assembles, sterilizes, stores and distributes surgical instruments for Surgery and Obstetrics. Requires a High School diploma, one year experience as a Central Supply aide. Must be organized and a self-starter. Physical demands are able to lift 50 pounds, standing for long periods of time (99% of workday).

Service and Product Assistant sterilizes stores and distributes medical supplies and equipment. Assembles instrument trays and packs for surgery. On-the-job training or completion of a technical course are basic qualifications. Other qualifications include excellent customer service skills, communication skills, written and verbal. Must be able to operate a computer, work independently, and follow directions. Physical Demands: must have the ability to bend, reach, stand, and lift a maximum of 50 pounds. Mental Demands: frequent people contact, interruptions and deadlines, able to multi-task and work independently, and with others, talking and interacting with people on the phone and in-person.