## Current Job Opportunities

**October 18, 2017**

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<td>Varies, as scheduled</td>
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**Benefits:** Benefit levels are in accordance with job status; full time, part time, or PRN. Please refer to the Benefits Sheet for a full explanation of benefits.

Please contact the Human Resources Department, Heart of America Medical Center, 800 South Main Ave., Rugby, ND 58368 at 701-776-5455 Ext. 2390, 2353, 2222, or 2391 for more information and assistance. Fax 701-776-2933.

**View our website at [www.hamc.com](http://www.hamc.com)**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER M/F/H/V**
JOB SUMMARY:

This position conducts and coordinates a variety of complex financial analysis projects, special studies, and statistical comparisons of actual against identified performance metrics and budget parameters to assist management identify areas of opportunity to ensure achievement of established financial and operational objectives. (Healthcare experience required)

QUALIFICATIONS:

- Detail oriented with proven ability to work with financial information and multiple financial systems. Working knowledge of accounting principles and practices.
- Excellent analytical, communication, and writing skills. Ability to adapt communication style to address the needs of individuals at all levels of the organization.
- Strong organizational skills and attention to detail. Well-developed analytical and problem-solving skills.
- Well-developed computer skills, especially strong proficiency with MS Excel and spreadsheet and database query tools.
- Demonstrated willingness to work as a member of a team as well as ability to function independently.

RESPONSIBILITIES:

- Assists leadership to conduct special financial/accounting studies and/or projects. Prepares reports of findings and recommendations as appropriate.
- Conducts special studies to analyze complex financial actions and prepares recommendations to assist management implement improved measurements and controls.
- Develops, interprets, and implements complex financial and accounting concepts to identify trends. Establishes informational and/or financial databases for analyzing future plans and forecasts.
- Prepares a variety of studies, reports, and analyses including, but not limited to, financial plans, government/regulatory requirements, statistical reports, cash flow projections, and business forecasts.
- Works closely with management to gather, analyze, summarize, and prepare recommendations of financial plans, trends, and operating forecasts.
Continued Financial Analysis

- VI. Actively participates in annual budget process by preparing and maintaining a variety of databases and backup sources

- Performs miscellaneous job related duties as requested.

EDUCATION

- Bachelors in Finance, Accounting, Business Administration or related field required

EXPERIENCE

- 3-5 years or more experience in financial planning / budgeting activities Required
- Hospital financial planning experience Required
- Budget, Financial Planning software experience Required

CERTIFICATIONS/LICENSES/REGISTRIES

- CPA or CHFP or FHFMA Preferred

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Department  |  Position  | Status-Hrs/Pay Period  |  Schedule
---|---|---|---
Administration  | Compliance Coordinator  | Part Time  |  Flex

**POSITION DESCRIPTION**

Supports Organization’s compliance function. Under the direction of the Director of Corporate Compliance, assists in the development, implementation, operation and monitoring of an effective program to assure compliance with various laws and regulations related to business activities of the sponsored network entities. Reports directly to the Director of Corporate Compliance.

**POSITION FUNCTIONS**

1. Assist with the design, development and coordination of a comprehensive set of compliance policies and procedures, employee training and education, and ongoing monitoring to prevent, detect and respond appropriate to compliance issues.

2. Provides support for the ongoing management of the compliance program, including analysis of the business and regulatory environment, identification of areas of compliance priority and the communication to appropriate personnel within the organization.

3. Supports the development and execution of training and other communication programs designed to encourage an understanding of and promote and adherence to the compliance program.

4. Ensures that calls received from the Compliance Help-Line are investigated by the appropriate department and in a timely manner. Coordinates response to the Compliance Help-Line.

5. Acts as system administrator for electronic internet department specific training for selected employees.

6. Maintains electronic database of help-line calls and procedures reports as required.

7. Maintains electronic database of compliance activities to track progress.

8. Assist the Director of Corporate Compliance with other issues, as identified.

**MINIMUM QUALIFICATIONS**

A minimum of 3 years experience in Hospital Administration and a Bachelor’s degree. A strong knowledge of regulatory requirements with strong verbal and written skills. This candidate must possess superior interpersonal skills with the ability to negotiate sensitive issues when needed.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

Computer proficient in excel, micro soft project, power point and word.
Qualifications:

Must be a registered nurse and be licensed to practice in the state of North Dakota, experience preferred. The RN must have a thorough knowledge of all types of patient care. Also must have the ability to communicate verbally and graphically to present information and suggestions essential to assigned duties. The RN must possess a basic understanding and good judgment in nursing theory and practice. Also needed is the ability to deal with the terminal patient and family; ability to prepare and review charts; and document accurately and concisely. Requires a valid North Dakota driver’s license and must maintain insurability with the facility insurance carrier. BLS certification required. IV certification preferred.

Job Summary:

Renders skilled nursing care to patients and their family in home or place of residence within an assigned geographic area. The RN assumes an active role in the formulation and execution of the patient’s plan of care as a member of the hospice interdisciplinary team under the direction of the physician, in accordance with the policies and objectives of the hospice. Also, performs related duties as assigned. Ages of population served include neonate/infant, toddler, child, adolescent, adult and geriatrics.

Typical Working Conditions:

Works in patient’s home, environment varies. Setting may be urban or rural. Has the potential for exposure to hazards in the patient’s home such as communicable diseases or body fluids. Also works in well-lighted, heated, ventilated office environment. The RN works closely with physicians, nursing administration, patients and their families, and other department staff members and office staff.

Typical Physical Demands:

Requires full range of body motion including lifting, walking, bending, manual and finger dexterity and eye-hand coordination. Requires corrected vision and hearing to normal range. Occasionally lifting or carrying up to 50 pounds

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**Paramedic:**

The primary duties of the Paramedic are for the delivery of emergency patient care. They must be competent in trauma and medical situations, both pre-hospital and in the clinical setting. They will provide ALS level care on ambulance transports and ALS intercepts to all regional ambulance services, as requested. Safe operation of ambulances and response vehicles as stipulated by EMS department policies and ND laws & regulations. Will work in clinical setting under the supervision of the Medical Staff and in other areas of the facilities following state rules and regulations. They will assist the EMS Director or the Education Coordinator with educational needs of the EMS department and the affiliated services and service area residents.

**EMT:**

The primary duties of the EMT are for the delivery of emergency patient care. They must be competent in trauma and medical situations, both pre-hospital and in the clinical setting. They will provide BLS and Limited ALS level care on ambulance transports and ALS intercepts to all regional ambulance services, as requested. Safe operation of ambulances and response vehicles as stipulated by EMS department policies and ND laws & regulations. Will work in clinical setting under the supervision of the Medical Staff and in other areas of the facilities following state rules and regulations. They will assist the EMS Director or the Education Coordinator with educational needs of the EMS department and the affiliated services and service area residents.

**Driver:**

The primary duties of the Ambulance Driver are the safe operation of the ambulance and to assist with the delivery of emergency patient care.

- They will provide CPR and assistance with care on ambulance transports, as requested.
- Safe operation of ambulances and response vehicles as stipulated by EMS department policies and ND laws & regulations.
AEMT:
The primary duties of the AEMT are for the delivery of emergency patient care.
- They must be competent in trauma and medical situations, both pre-hospital and in the clinical setting.
- They will provide BLS and Limited ALS level care on ambulance transports and ALS intercepts to all regional ambulance services, as requested.
- Safe operation of ambulances and response vehicles as stipulated by EMS department policies and ND laws & regulations.
- Will work in clinical setting under the supervision of the Medical Staff and in other areas of the facilities following state rules and regulations.
- They will assist the EMS Director or the Education Coordinator with educational needs of the EMS department and the affiliated services and service area residents.

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**Department**  |  **Position** |  **Status-Hrs/Pay Period** |  **Schedule**  
---|---|---|---
Care Center  |  CNA  |  Part time & Full time  |  Varies, as scheduled  

**QUALIFICATIONS:**
Must be literate, mature, and caring, must possess positive communication skills and enjoy working with people.  BLS Certification required.  CNA Certification required.

**JOB SUMMARY:**
Assists the professional staff by providing resident care within defined limits.

**TYPICAL WORKING CONDITIONS:**
Work takes place in the Long Term Care area.  CNAs are involved in the management and delivery of resident care to adolescent, adult, and geriatric residents.

**TYPICAL PHYSICAL DEMANDS:**
Requires full range of motion, standing, and walking for extensive periods of time, and occasional lifting, carrying of items weighing up to 50 pounds.  Requires corrected vision and hearing to normal range.  Requires working under stressful conditions intermittently.  Requires some exposure to communicable diseases or bodily fluids.

**CLICK TO APPLY:**

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QUALIFICATIONS:

Must be a registered nurse and be licensed to practice in the state of North Dakota, with 3 - 5 years of clinical nursing experience preferred. The RN must have a thorough knowledge of all types of patient care. Also must have the ability to communicate verbally and graphically to present information and suggestions essential to assigned duties. The RN must possess a basic understanding and good judgment in nursing theory and practice. Also needed is the ability to deal with the terminal patient and family; ability to prepare and review charts; and document accurately and concisely. Requires a valid North Dakota driver’s license and must maintain insurability with the facility insurance carrier. BLS certification required. IV certification preferred.

JOB SUMMARY:

Renders skilled nursing care to patients and their family in home or place of residence within an assigned geographic area. The RN assumes an active role in the formulation and execution of the patient’s plan of care as a member of the hospice interdisciplinary team under the direction of the physician, in accordance with the policies and objectives of the hospice. Also, performs related duties as assigned. Ages of population served include neonate/infant, toddler, child, adolescent, adult and geriatrics.

TYPICAL WORKING CONDITIONS:

Works in patient’s home, environment varies. Setting may be urban or rural. Has the potential for exposure to hazards in the patient’s home such as communicable diseases or body fluids. Also works in well-lighted, heated, ventilated office environment. The RN works closely with physicians, nursing administration, patients and their families, and other department staff members and office staff.

TYPICAL PHYSICAL DEMANDS:

Requires full range of body motion including lifting, walking, bending, manual and finger dexterity and eye-hand coordination. Requires corrected vision and hearing to normal range. Occasionally lifting or carrying up to 50 pounds.

CLICK TO APPLY:

https://secure3.entertimeonline.com/ta/6012738.jobs?ApplyToJob=>Apply
Department  Position  Status-Hrs/Pay Period  Schedule
Care Center   RN   Full Time   Varies, as scheduled

QUALIFICATIONS:

Must be a registered nurse and be licensed to practice in the state of North Dakota, with 3 - 5 years of clinical nursing experience preferred. The RN must have a thorough knowledge of all types of patient care. Also must have the ability to communicate verbally and graphically to present information and suggestions essential to assigned duties. The RN must possess a basic understanding and good judgment in nursing theory and practice. Also needed is the ability to deal with the terminal patient and family; ability to prepare and review charts; and document accurately and concisely. Requires a valid North Dakota driver’s license and must maintain insurability with the facility insurance carrier. BLS certification required. IV certification preferred.

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Department | Position | Status-Hrs/Pay Period | Schedule  
---|---|---|---
Clinic | LPN | Full Time | M-F

**QUALIFICATIONS:**

Valid LPN license in North Dakota from an accredited program. One year of experience preferred. Familiarity with a medical practice required. Knowledge of the principles and skills needed for nursing to provide patient care and treatment. Knowledge of examination, diagnostic and treatment room procedures. Knowledge of medical equipment and instruments to administer patient care. Knowledge of medications and their side effects on patients. Knowledge of patient education principles to assist in developing self care programs. Knowledge of common safety hazards and recommending solutions to such hazards. Skill in administering a variety of treatments and medications as directed. Skill in using various equipment for examinations and treatment of patients. Skill in taking and recoding vital signs. Skill in maintaining medical records and in writing reports. Skill in establishing and maintaining effective working relationships with patients, co-workers and the public. Ability to maintain quality control standards. Ability to recognize problems and recommend solutions. Ability to interpret, adapt to guidelines and procedures. Ability to communicate clearly. North Dakota driver’s license with insurability with the facility insurance carrier.

**JOB SUMMARY:** Perform typical clinic nursing functions

**TYPICAL WORKING CONDITIONS:** Frequent exposure to communicable diseases, toxic substances, medicinal preparations and other conditions common to a clinic setting.

**TYPICAL PHYSICAL DEMANDS:** Requires full range of motion including handling and lifting patients, manual and finger dexterity and hand-eye coordination. Requires standing and walking for extensive periods of time. Occasionally lift and carry weights up to 60 pounds. Requires corrected vision and hearing to normal range. Requires sometimes working under stressful conditions.

**CLICK TO APPLY:**

**QUALIFICATIONS:**

Valid LPN license in North Dakota from an accredited program. One year of experience preferred. Familiarity with a medical practice required. Knowledge of the principles and skills needed for nursing to provide patient care and treatment. Knowledge of examination, diagnostic and treatment room procedures. Knowledge of medical equipment and instruments to administer patient care. Knowledge of medications and their side effects on patients. Knowledge of patient education principles to assist in developing self care programs. Knowledge of common safety hazards and recommending solutions to such hazards. Skill in administering a variety of treatments and medications as directed. Skill in using various equipment for examinations and treatment of patients. Skill in taking and recoding vital signs. Skill in maintaining medical records and in writing reports. Skill in establishing and maintaining effective working relationships with patients, co-workers and the public. Ability to maintain quality control standards. Ability to recognize problems and recommend solutions. Ability to interpret, adapt to guidelines and procedures. Ability to communicate clearly. North Dakota driver’s license with insurability with the facility insurance carrier.

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<td>M-F</td>
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**QUALIFICATIONS:** Graduate of an approved CMA program with a current ND CMA certification OR equivalent office experience plus CNA certification. Must be literate, mature and caring, must possess positive communication skills and enjoy working with people. BLS certification required. If required to use a hospital vehicle, the employee must maintain a valid North Dakota driver’s license and maintain insurability with GSHA’s insurance carrier.

**JOB SUMMARY:** Works inter-dependently with other health care professionals to provide quality health care to the patient. Will perform both administrative and clinical functions in a medical clinic environment. Will provide clinical services at the direction of the Nurse Practitioner or RN onsite.

**TYPICAL WORKING CONDITIONS:** Typical medical clinic with frequent exposure to communicable diseases, toxic substances, medicinal preparations and other conditions common to a clinic environment.

**TYPICAL PHYSICAL DEMANDS:** Requires full range of motion including handling and lifting patients, manual dexterity and hand-eye coordination. Requires standing and sitting for extended periods of time. Occasionally lifts and carries items weighing less than 50 pounds. Requires corrected vision and hearing to normal ranges. Periodically requires working under stressful conditions. Must be able to distinguish letters, symbols, and colors.

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**QUALIFICATIONS:**

High School or its equivalent is desirable. Previous experience helpful. Kindness, tactfulness, consideration, and confidentiality in dealing with residents/patients and co-workers is required.

**JOB SUMMARY:**

Loads, operates, and cleans the dish machine and maintains sanitary condition in the dishroom area. Works with tray aides in some serving of food duties. Will work with various cleaners, soaps, and sanitizers with dishwashing, and cleaning.

**TYPICAL WORKING CONDITIONS:**

Will work in a well lit area, kitchen will be warm and humid. Will work with other dietary staff and some contact with nursing staff, residents, and family when in the dining area of the nursing home. Will be scheduled for weekend shifts and works some holidays.

**TYPICAL PHYSICAL DEMANDS:**

Requires corrected vision and normal hearing range. Must be able to distinguish letters, numbers, symbols, and colors. Requires full range of body motion, manual and finger dexterity, eye-hand coordination. Requires standing and walking for extensive periods of time. Must be able to lift and carry items weighing 50 pounds, pull or push carts weighing 100-200 pounds, will do frequent bending, stooping, and stretching during work shift. Requires working under stressful conditions and a rapid work flow setting.

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QUALIFICATIONS: Use established work procedures and routines. Must be able to follow directions. Able to lift 50 pounds. Participates in infection control cleaning procedures.

JOB SUMMARY: Assigned to a specific unit or floor and is responsible for maintaining that area in a prescribed manner. Person is to keep assigned area free from offensive odors, provide a sanitary, safe area and keep patient/resident rooms clean and orderly. Mainly cleaning the dining room, some offices, and helping with linen.

TYPICAL WORKING CONDITIONS: Frequent exposure to communicable diseases, hazardous materials, and other conditions common to a health care environment.

TYPICAL PHYSICAL DEMANDS: Requires full range of body motion in handling and lifting housekeeping supplies and laundry, along with bending, stooping, and stretching in the distribution of linen. Manual and finger dexterity along with eye-hand coordination are needed in facility housekeeping. Requires lifting and carrying up to 50 pounds. Requires the ability to distinguish letters or symbols with ordering supplies and inventories. Requires vision and hearing to normal range in the communication with staff and with facility inspections. Requires providing for the hospital environment. Requires the use of office equipment such as calculators, telephones, and copiers. Requires exposure to communicable diseases and bodily fluids as well as sharps.
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<tr>
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<td>Radiologic Technologist</td>
<td>Full Time</td>
<td>M – F, Rotating on-call</td>
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**QUALIFICATIONS:** Must be a graduate of an accredited Radiology School. Must be registered as a current member of the ARRT, or registry eligible.

**JOB SUMMARY:** To perform exams in the Radiology Department, as ordered by the attending physician. This may include X-rays, CT, and/or EKG exams. Technologist must also alternate night and weekend call with other technologists unless other arrangements have been made.

**TYPICAL WORKING CONDITIONS:** The work area is mainly in the Radiology Department, but may include ICU, Acute Care, Long Term Nursing Care, Emergency Room, Surgery, and the Clinic. Age of patients varies from neonates to geriatrics. The department is staffed 10 hours per day with call after regular hours during the week and/or weekends.

**TYPICAL PHYSICAL DEMANDS:** Requires full range of body motion, occasional lifting and/or transporting of patients. Requires corrected vision and hearing to normal range and good eye-hand coordination. Requires working under stressful conditions at times and exposure to communicable diseases, bodily fluids, and radiation.

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QUALIFICATIONS:
Must be a high school graduate. Some medical knowledge preferred. Work with various types of people under stressful situations. Requires a valid North Dakota Driver’s License and must maintain insurability with the facility insurance carrier.

JOB SUMMARY:
Responsible for the distribution of services to all patients, residents, and clients regarding social service issues. He/She is responsible for compliance to all federal, state, and local laws and rules as mandated. He/She is responsible for assisting the director in maintenance for the department.

TYPICAL WORKING CONDITIONS:
Office work, as well as hands on, face to face experience in dealing with all patients/residents of Acute, Swingbed, Long Term Care, Johnson Clinic, Haaland Estates and Hospice. Contact with some communicable diseases and body fluids.

TYPICAL PHYSICAL DEMANDS:
Worker must be able to motivate throughout all floors of the GSHA. Hearing and vision need to be within normal range. Requires working under stressful situations.

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<td>CNA</td>
<td>FT, PT, PRN</td>
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QUALIFICATIONS:

Must possess a positive feeling for the elderly and be able to work well with them. Good communication skills. High school education. Certified Nursing Assistant certification (training available). Must have a current ND driver’s license and be insurable by facilities insurance carrier. Experience preferred but not required.

JOB SUMMARY:

Viewed as a personal care aide. In such a capacity to assists resident with Activities of Daily Living. Performs laundry, housekeeping duties, and assists in the dining room on a daily basis. The job is a multifaceted position with many elements aside from nursing.

TYPICAL WORKING CONDITIONS:

Basic care environment that is staffed 24 hour a day with licensed personal. Daily contact with physicians, staff, geriatric residents, and the community.

TYPICAL PHYSICAL DEMANDS:

Requires full range of body motion, manual and finger dexterity, and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or irregular hours. Requires some exposure to communicable diseases, bodily fluids, hazardous material and other conditions common to a health care environment.

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Department | Position | Status-Hrs/Pay Period | Schedule
---|---|---|---
Haaland Estates | RN | FT, PT, PRN | Varies, as scheduled

**QUALIFICATIONS:**
Must possess a positive feeling for the elderly and be able to work well with them. Must possess good assessment, documentation and communication/leadership skills. High school education. Graduate of an approved Registered Nursing Program. BLS Certification required. Must have a current ND driver’s license and be insurable by facilities insurance carrier. Experience preferred but not required.

**JOB SUMMARY:**
Duties include resident admission process and orientation of new residents. Perform various nursing duties as ordered by provider, to include distribution of medications and treatments. Provide leadership and supervision for nursing aides and medication aides during shift. Prepares residents charts for clinic appointments. Contracts provider as resident needs arise. Perform Haaland Home Clinic duties. Cares for and arranges for transfer of residents that require emergency care. Assist in screening and coordinate transfers of residents to another facility. Monitor daily floor of resident care needs.

**TYPICAL WORKING CONDITIONS:**
Basic care environment that is staffed 24 hour a day with licensed personal. Daily contact with physicians, staff, geriatric residents, and the community.

**TYPICAL PHYSICAL DEMANDS:**
Requires full range of body motion, manual and finger dexterity, and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or irregular hours. Requires some exposure to communicable diseases, bodily fluids, hazardous material and other conditions common to a health care environment.

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QUALIFICATIONS:
Must possess a positive feeling for the elderly and be able to work well with them. Must possess good assessment, documentation and communication skills. High school education. Graduate of an approved Licensed Practical Nursing Program. BLS Certification required. Must have a current ND driver’s license and be insurable by facilities insurance carrier. Experience preferred but not required.

JOB SUMMARY:
Duties include resident admission process and orientation of new residents. Perform various nursing duties as ordered by provider, to include distribution of medications and treatments. Provide leadership skills and supervision for nursing aides and medication aides during shift. Prepares residents charts for clinic appointments. Contracts provider as resident needs arise. Perform Haaland Home Clinic duties. Cares for and arranges for transfer of residents that require emergency care. Assist in screening and coordinate transfers of residents to another facility.

TYPICAL WORKING CONDITIONS:
Basic care environment that is staffed 24 hour a day with licensed personal. Daily contact with physicians, staff, geriatric residents, and the community.

TYPICAL PHYSICAL DEMANDS:
Requires full range of body motion, manual and finger dexterity, and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or irregular hours. Requires some exposure to communicable diseases, bodily fluids, hazardous material and other conditions common to a health care environment.

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