Position Title: Radiologic/Ultrasound Technologist (PRN)  
Job Announcement: HR2018-34

Department: Health  
Division: Health & Elder Services

Immediate Supervisor: Lead Radiologic Technologist  
Department Director: Health & Elder Services Division Director

Employment Status: Non-exempt  
Position Type: Regular Part-Time

Mandatory Reporter: Yes  
Background Check Required: Yes (child-sensitive)

Opening Date: Wednesday, April 4, 2018  
Closing Date: Open Until Filled

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.

Overall Objectives of Position

The Radiologic/Ultrasound Technologist is responsible for performing radiological and ultrasound duties, as needed, in compliance with the x-ray department and legal requirements. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Radiologic/Ultrasound Technologist is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable program.

The Radiologic/Ultrasound Technologist is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Radiologic/Ultrasound Technologist

- Performs selected administrative and clerical duties that assist in the delivery of primary health care and patient care management under the direction of a Physician, Physician Assistant, or Nurse Practitioner.
- Ensures that all equipment is in good working condition and in compliance with applicable laws and regulations.
- Requests, retrieves, and tracks files to and from other departments or centers.
- Works closely with the Physician, Physician Assistant, or Nurse Practitioner to receive guidance and instruction for treating patients.
- Determines patients’ radiology needs by reading requests or orders from physicians.
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Greets patients to the clinic area, shows patients to examination rooms, and prepares them for exams.
- Prepares and sets up treatment and x-ray rooms for patients.
- Prepares patients for radiological procedures and takes appropriate images following established guidelines for patient care and safety.
- Protects patients and staff from radiation exposure by practicing sound procedures which meet or exceed recommended industry standards.
- Obtains quality diagnostic images as requested by Physician, Physician Assistant, or Nurse Practitioner. Maintains a repeat rate of two percent or less.
- Utilizes proper body mechanics.
- Logs completed radiological procedures. Completes paperwork accurately and on time.
- Identifies and files reports as required.
- Maintains radiology exam rooms and stocks necessary radiological supplies.

Education/License/Certification and Experience Requirements

- Graduate from an AMA approved, school of Radiologic Technology.
- Graduate of an accredited ultrasound program.
- General and vascular ultrasound scanning experience required.
- Active certification ARRT (R) and ARDMS or registry eligible. Must obtain certification within one hundred eighty (180) days of employment.
- Must have one of the following:
  a. ARRT (R), ARDMS, and RVT
  b. ARRT (R), (S), and (VS)
  c. Registry eligible and obtain certification within one hundred eighty (180) days of employment.
- Must maintain current professional licensure in Basic Life Support (BLS) or obtain licensure within ninety (90) days of official date of hire in this position.
- Must possess certification of “Mandatory Reporter Training” or obtain certification during the first week of employment.
- Prior experience in a hospital setting preferred.

Skills Required

- Absolute confidentiality, adhering to HIPAA guidelines and the Privacy Act.
- Must have a working knowledge of computers and electronic health records, with the ability to work in a Windows environment with various software programs such as Microsoft Office software and etc.
- Ability to quickly comprehend and take instructions from medical personnel.
- Must be familiar with Digital X-ray systems.
- Must be able to multi task and have a solid understanding of medical practices and principles.
- Skilled in the operation of standard office machinery, including a calculator copier, facsimile, and other similar equipment.
- Ability to work in a high performance, fast paced, high pressure environment.
- Must be able to work in a team environment and independently.
- Medical terminology required.
- Must possess excellent patient care skills, telephone etiquette and customer service.
- Ability to write simple correspondence.
- Must be people oriented and relate well to people from diverse backgrounds.
- Must be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Must be in good physical condition with the ability to regularly stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and regularly lift and/or move at least 50 pound.

Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.