

**LICENSED POSITIONS
PALO PINTO GENERAL HOSPITAL**

JOB OPPORTUNITY ANNOUNCEMENT

Posting Date September 2, 2010

* ALL POSITIONS REQUIRE A MINIMUM OF A HIGH SCHOOL DIPLOMA OR GED UNLESS SPECIFIED IN THE QUALIFICATIONS LISTED WITH EACH POSITION. OTHER QUALIFICATIONS MAY APPLY

WE DO DRUG TESTING AND PHYSICAL CAPACITY TESTING

POSITION	DEPARTMENT	FT/PT/PRN	DAYS/HOURS	QUALIFICATIONS	STAFF REQUEST NUMBER
Registered Nurse Resource (3) 06/24/2010	Emergency Department	PRN	Hours: Varies Days: Varies	Registered Nurse currently licensed to practice in the State of Texas. Basic Cardiac Life Support (BCLS) and Advanced Cardiac Life Support (ACLS) required. Two years experience as a professional Registered Nurse in a medical setting. Will accept one year Registered Nurse experience with three years Licensed Vocational Nurse experience. Prefer experience in an emergency or critical care setting. Experience n related healthcare field may be considered. Must demonstrate ability to work in at least two nursing units. (See Employment and Staffing policy.) Or by special recommendation by the Unit Manager and approval by the CNE, the expectation is the RN is showing exemplary performance in his or her department role.	4382
Speech Therapy 07/20/07	Home Health	PRN	Hours 8a-4:30P Days As Needed	Meets the education and experience requirements for a Certificate of Clinical Competence in speech pathology or audiologist granted by the American Speech Language-Hearing Association, or meets the educational requirements for certification and is in the process of accumulating the supervised experience required for certification. Able to counsel emphatically with newly physically disabled. Effective oral and written communication skills. Certificate of Clinical Competence awarded by The American Speech and Hearing Association. Current State of Texas Speech Language Pathology License. Current State of Texas driver's license and vehicle liability insurance.	4017
Physical Therapist 12/18/2007	Home Health	PRN	Hours: 8a-4:30p Days: M-F if needed	Knowledge of physical therapy equipment. Effective oral and written communication abilities. Current Texas Physical Therapy License. Must meet the qualifications and guidelines established by the Federal Government (HCFA) and the Texas Department of Home Health Agency Licensure requirements. Current Driver's License and vehicle liability insurance. Current CPR certification.	4096

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Registered Nurse 03/12/10	Home Health	PRN	Hours 8a-4:30P Days: M-Sun	Registered Nurse currently licensed by the State of Texas. Must possess a current drivers license and vehicle liability insurance. Six month RN experience required prior to independently visiting patients. Above experience may be waived if the new RN has a minimum of 2 years Home Care experience as an LVN prior to becoming an RN and is supervised monthly for 6 months. Current in CPR.	4349
Social Worker 08/23/10	Home Health/ Hospice	Part Time	Hours: 8a-5P Days: Varies from M-F and some weekends	Masters degree (MSW) from an accredited School of Social Work. Licensed by the Texas State Board of Social Work Examiners as a Licensed Clinical Social Worker (LCSW). Must maintain continuing education as required by the State Board of Social Work Examiners for licensure renewal annually. One year of social work experience in a health care setting is required; including interface with case management, continuing quality improvement and counseling experience. Management experience and/or education to work with patients of all ages is preferred. Current CPR certification. Current driver's license and vehicle liability insurance.	4408
Registered Nurse Charge 07/29/10	Medical/Surgical Unit	Full Time	Hours: 7a-7p Days: Fri Sat & Sun Or Sat Sun Mon	Registered Nurse currently licensed to practice in the State of Texas. Basic Cardiac Life Support (BCLS) and Advanced Cardiac Life Support (ACLS) required. Minimum of six months RN experience is required. In lieu of RN experience, LVN experience may be considered at the discretion of the Chief Nursing Executive. Current CPR Certification.	4406
Registered Nurse 08/27/10	Medical/Surgical Unit	Full Time	Hours: Nights Days: Varies	Graduate of a Professional Nursing School. Registered Nurse currently licensed to practice in the State of Texas. Prior Work Experience: One year experience as a professional Registered Nurse in a medical setting preferred. Current CPR Certification. Basic Cardiac Life Support (BCLS).	4410
Licensed Vocational Nurse 08/06/10	Medical/Surgical Unit	Full Time	Hours: Varies Days: Varies	Vocational Nurse currently licensed to practice in the State of Texas. Basic Cardiac Life Support (BCLS) Required. Current CPR Certification. Validated Intravenous (IV) Therapy course.	4401
Pharmacy Supervisor 08/06/10	Pharmacy	Full Time	Hours: 7a-3:30p Days: M-F	Graduate from an ACPE accredited School of Pharmacy with a BS Pharmacy degree or higher. Licensed to practice pharmacy in State of Texas. Five to seven years experience in a hospital-related pharmacy, one of which was in a supervisory capacity.	4404
Occupational Therapist 09/03/09	Rehab Services	Full Time	Hours: 32-40 wk Days: M-F	Current Texas Occupational Therapy License. Must meet the qualifications and guidelines established by the Federal Government (CHFA) and the Texas Department of Health Agency Certification and Licensure Division. Current drivers license and vehicle liability insurance are required. Current CPR Certification.	4301
Licensed Physical Therapist Assistant 03/12/2010	Rehab Services	Full Time	Hours: 8a-5p Days: M-F	Graduate of a accredited Physical Therapy Assistant program. Effective oral and written communication skills. Current Texas Physical Therapy Assistant License. Current CPR Certification.	4352

**NON - LICENSED POSITIONS
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Cook 04/23/10	Nutritional Services	Full Time	Hours: Rotating Days: Rotating	Prepares nutritional food for hospital patients, employees and visitors. Suggests menu items and assists in the requisition of food stuffs and supplies. Operates and maintains kitchen equipment. Ability to read and write.	4353
Insurance Follow Up Clerk 09/02/10	Patient Accounting	Full Time	Hours: 8a-4:30p Days: M-F	High School graduate or equivalent. Minimum of one year insurance billing or medical collection experience is required. Computer literacy, which includes the ability to perform basic entries with extreme accuracy. Familiarity with third party billing requirements, reimbursement systems and medical terminology. Demonstrated human relations and effective communication skills. Thorough understanding of different insurance plans, government agencies, Medicare, Medicaid, workers compensation, and documentation requirements. Knowledge of all claim processing procedures. Ability to analyze work, identify problems and recommend solutions. Strong clerical skills (typing, 10 key by touch, and mathematical skills). Ability to use sound judgment in making decisions and to apply correct rules, procedures and instructions to appropriate situations.	4411

GENERAL SURGEON'S OFFICE

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Office Manager

Medical Assistant or LVN

Dr. Clint Twaddell, general surgeon, is looking for an office manager to begin work in December. Must be willing to spend a couple of weeks in Mount Pleasant (in December) to learn his style and work with his current manager before opening his office in Mineral Wells. Also, needing a medical assistant or an LVN.

Office manager must have experience in office management, establishing personnel policies, HIPPA compliance, payroll, cost effective purchasing of medical & office supplies, accounts payable, accounts receivable, CPT & ICD 9 coding, electronic insurance filing, pre-certifying insurance, and working knowledge of QuickBooks, Microsoft Works, and Excel.

Interested and qualified applicants may turn in a resume or fill out an application in the PPGH Human Resources office and we will forward all applications/resumes to Dr. Twaddell.