

Current Job Opportunities

Heart of America Medical Center
 Heart of America Care Center
 Heart of America Johnson Clinics in Rugby, Maddock and Dunseith
 Heart of America Surgical Clinic
 Haaland Estates Basic Care, Assisted Living and Home Care

Department	Position	Status-Hrs/Pay Period	Schedule
Administration	Financial Analyst	Full Time	M – F
Acute	RN	Full Time	Varies, as scheduled
	CNA	Full time & Part time	Varies, as scheduled
Ambulance	EMT	PRN	Varies, as scheduled
	Ambulance Driver	PRN	Varies, as scheduled
	Paramedic	PRN	Varies, as scheduled
	AEMT	PRN	Varies, as scheduled
Care Center	CNA	Part time & Full time	Varies, as scheduled
	RN/LPN	Part time, PRN	Varies, as scheduled
	RN	Full Time	Varies, as scheduled
Clinic	LPN	Full Time	M – F
	RN	Full Time	M – F
Towner Clinic	LPN	Full Time	M – F
	CMA(Towner/Rugby)	Full Time	M – F
Daycare	Caregiver	Full Time	M – F
Dietary	Dishwasher/ Tray Aide	PRN	Varies, as scheduled
HIS	Discharge Clerk/Front Desk	Full Time	M – F
Housekeeping	Housekeeper	Part Time 4pm-8pm	Varies, as scheduled
Hospice	After- Hours Nurse	Full Time or Part Time	Varies, as scheduled
Radiology	Radiologic Technologist	Full Time	M – F, Rotating on-call
Haaland Estates	Memory Care C.N.A	FT	Varies, as scheduled
	RN or LPN	PT	Varies, as scheduled

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

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER M/F/H/V

Department	Position	Status-Hrs/Pay Period	Schedule
Administration	Financial Analysis	Full Time	M – F

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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<u>Department</u>	<u>Position</u>	<u>Status-Hrs/Pay Period</u>	<u>Schedule</u>
Acute	RN	Full Time	Varies, as scheduled

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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Department	Position	Status-Hrs/Pay Period	Schedule
Ambulance	EMT	PRN	Varies, as scheduled
	Driver	PRN	Varies, as scheduled
	Paramedic	PRN	Varies, as scheduled
	AEMT	PRN	Varies, as scheduled

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.

EMS Continue...

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.

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Department	Position	Status-Hrs/Pay Period	Schedule
Care Center	RN/LPN	Part time, PRN	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.

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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<u>Department</u>	<u>Position</u>	<u>Status-Hrs/Pay Period</u>	<u>Schedule</u>
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.

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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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.

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<u>Department</u>	<u>Position</u>	<u>Status-Hrs/Pay Period</u>	<u>Schedule</u>
Clinic	RN	Full Time	M-F

QUALIFICATIONS:

Valid RN 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.

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<u>Department</u>	<u>Position</u>	<u>Status-Hrs/Pay Period</u>	<u>Schedule</u>
Towner 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.

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Department	Position	Status-Hrs/Pay Period	Schedule
Clinic: Rugby/Towner	CMA	Full Time	M-F

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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<u>Department</u>	<u>Position</u>	<u>Status-Hrs/Pay Period</u>	<u>Schedule</u>
Daycare	Care Giver	FT	M – F

QUALIFICATIONS:

Must be at least 16 years of age, have the ability to speak, read and write English. Must be able to perform physical activities such as, but not limited to, lifting children or heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking and pass a work tolerance examination. Must pass criminal background check and drug test. Must complete the department-approved basic child care course within the first three months of employment and complete a minimum of thirteen hours of department-approved training related to child care yearly. Must possess maturity, good judgment and like working with children and their parents.

JOB SUMMARY:

Under direction, assists in the coordination of the daily operations of Kids next door child care center; Implement State licensing regulation and program handbooks; implement and maintain an appropriate learning environment for the children; supervise and train the caregivers; and work in the classroom doing breaks and on an as needed basis. Maintain a safe, orderly and sanitary environment.

TYPICAL WORKING CONDITIONS:

Position requires daily contact with employees, children in the child care center, and parents of the children in the center. Work will be performed in a child care setting environment which will be well furnished, well lit, and temperature controlled.

TYPICAL PHYSICAL DEMANDS:

Required to sit, stand and walk in sequences, often accomplishing several tasks at once. Required to occasionally lift up to 50 pounds. Be able to stand or walk for long periods of time. Be able to step in and help out where needed.

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<u>Department</u>	<u>Position</u>	<u>Status-Hrs/Pay Period</u>	<u>Schedule</u>
Dietary	Dishwasher	Full Time/Part Time	Varies, as scheduled

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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<u>Department</u>	<u>Position</u>	<u>Status-Hrs/Pay Period</u>	<u>Schedule</u>
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HIS	Discharge Clerk/Receptionist	Full Time	M – F
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QUALIFICATIONS: High school graduate or more with excellent typing, computer and customer service skills. Previous clerical experience preferred. A course in medical terminology and prior experience in health information/medical record department is desirable (but not required). Kindness, tactfulness, respect, consideration, and confidentiality in dealing with the public, physicians, and coworkers are required at all times. Must maintain a valid North Dakota driver's license and maintain insurability with GSHA's insurance carrier to be eligible to drive a hospital vehicle.

JOB SUMMARY: Discharge Clerk/Receptionist is responsible for handling all telephone communications, interacting with the general public, medical staff as well as other hospital staff and the completion of all requests for medical records. In addition, is responsible for assembly, scanning and analysis of all discharged records, generating computer reports, filing, purging and a variety of miscellaneous duties within the department.

TYPICAL WORKING CONDITIONS: Work is performed in an office environment. Contact with physicians, other departmental staff and public.

TYPICAL PHYSICAL DEMANDS: Requires sitting and standing. Requires frequent bending, stooping, and stretching. May require lifting up to 50 pounds. Requires eye-hand coordination and manual dexterity. Requires the ability to distinguish letters and symbols. Requires use of office equipment such as telephone, copier, scanner, computer terminal and fax machine. Requires normal vision range and the absence of color blindness.

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Department	Position	Status-Hrs/Pay Period	Schedule
Housekeeping	Housekeeper	Part Time 4p – 8pm	Varies, as scheduled

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.

<u>Department</u>	<u>Position</u>	<u>Status-Hrs/Pay Period</u>	<u>Schedule</u>
Hospice	After Hours Nurse	FT or PT	Varies, as scheduled

Heart of America Hospice has a position open for an "after-hours" nurse. This is a salaried position with benefits. Must be a compassionate RN or LPM willing to drive. If you enjoy making a significant difference in the lives of people while working with a dynamic team, then this will be the most rewarding job you ever do. New grads or nurses desiring to re-enter the medical field are encouraged to apply. This is a very unique opportunity, please inquire for details if interested. Call Becky at HAMC 776-5261 ext 2259.

<u>Department</u>	<u>Position</u>	<u>Status-Hrs/Pay Period</u>	<u>Schedule</u>
Radiology	Radiologic Technologist	Full Time	M – F, Rotating on-call

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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<u>Department</u>	<u>Position</u>	<u>Status-Hrs/Pay Period</u>	<u>Schedule</u>
Haaland Estates	CNA	FT, PT,PRN	Varies, as scheduled

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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<u>Department</u>	<u>Position</u>	<u>Status-Hrs/Pay Period</u>	<u>Schedule</u>
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. Coordinates 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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Department	Position	Status-Hrs/Pay Period	Schedule
Haaland Estates	LPN	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 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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