

Modoc Medical Center

JOB ANNOUNCEMENT

Final Filing Date:

Open Until Filled

Radiology Aide

Part Time

Wage Rate:

\$17.27 - \$26.12/hour

Modoc Medical Center is accepting applications for a Part Time (benefit eligible) Radiology Aide in the Radiology Department.

Duties include (but not limited to):

- Relieves the radiologic technologists of clerical duties as typing forms, filing, logging daily patient work, mailing reports, disposition of films when required
- Assists in transporting patients by wheelchair or gurney to/from Radiology Department
- Greets outpatients and gives patients the proper outpatient examination
- Makes correct appointments for daily patient workload, processes daily data reports
- Assists in locating patient files
- Prepares monthly reports
- Assists in the processing of films
- Helps maintain the equipment and assists in cleaning the department, except for those duties pertaining directly to the Environmental Services personnel.

Minimum Qualifications:

- Ability to communicate in English, both verbally and in writing
- Ability to use computers and Microsoft software
- Must have legible handwriting
- Must be a high school graduate or have equivalent experience in a related field
- Adheres to the dress code. Appearance is neat and clean
- Completes annual educational requirements, including in-service
- Maintains regulatory requirements and complies with all organizational policies
- Reports to work on time and as scheduled. Completes work in designated time frames
- Conducts self in a professional manner towards staff and patients
- Wears identification when on duty
- Represents the organization in a positive and professional manner
- Uses the chain of command accordingly
- Physical demands – able to lift 20 pounds. Must be aware of correct lifting practices

Application Process:

Apply on-line at www.modocmedicalcenter.org
Modoc Medical Center - Human Resource Department
P.O. Box 190 – Alturas, CA 96101

Modoc Medical Center is an EOE