

Lexington Clinic Job Posting June 26, 2009 [Click on Posting Number for position description.](#)

POSTING NUMBER	POSITION VACANCY	DATE POSTED	STATUS	HOURS	LOCATION	DEPARTMENT	HIRING RANGE	
							Minimum	Exempt
037	QA/PI Coordinator	04/09/09	FT	M-F, 40 hours	ASC	ASC	--	Exempt
047	Chemo R.N.	04/20/09	FT	M-F, 32-40 hours a week	Corbin	Oncology	--	--
049	CBO Data Specialist	04/27/09	FT	M-F, 40 hours	Burley	Central Business Office	--	Exempt
051	Registrar	05/04/09	PT	M-F, 2pm-6pm, Sat-Sun 8am-?, 20 hours	LCE	Registration	\$9.50	--
058	Ophthalmology Technician	05/11/09	FT	M-F, 40 hours	LCE	Ophthalmology	\$10.45	--
062	PACU RN	05/18/09	PT	M-F, 20 hours	ASC	PACU	--	--
066	Medical Receptionist	05/21/09	FT	M-F, 30 hours	LCE	Family Medicine	\$9.50	--
067	Purchasing Assistant	05/21/09	PT	3 Days a week, 20 - 24 hours	SJOP	Purchasing	\$11.50	--
071	CMA	05/26/09	FT	M-F, 40 hours	LCSB	Endocrinology	\$11.50	--
077	Director of Business Development	06/11/09	FT	M-F, 40 hours	Elaine	Business Development	--	--
078	Marketing Manager	06/11/09	FT	M-F, 40 hours	Elaine	Marketing	--	--
079	Maintenance Tech	06/11/09	FT	M-F, 40 hours	LCSB	Facilities	\$10.45	--
080	Building Manager	06/11/09	FT	M-F, 40 hours	LCSB	Facilities	--	--
081	Staff Radiology Technologist (Float)	06/11/09	FT	M-F, 8:30am-5:00pm, occasional weekends	LCSB	Radiology	\$16.86	--
082	Medical Receptionist	06/11/09	PT	Wednesday, Thursday; 18 hours	Picadome	Orthopedics	\$9.50	--
084	Medical Receptionist	06/15/09	FT	M-F, 40 hours	LCSB	Endocrinology	\$9.50	--
085	LPN	06/18/09	FT	M-F, 40 hours	LCSB	Internal Medicine	--	--
086	Marketing Assistant	06/18/09	FT	M-F, 40 hours, some weekends	Elaine	Marketing	--	Exempt
088	LPN	06/22/09	FT	M-F, 30 hours	Andover	First Choice	--	--
089	Orthopedic Medical Assistant	06/22/09	FT	Tue - Fri, 32 hours	LCE	Orthopedics	\$10.45	--
090	Physical Therapy Technician	06/22/09	FT	M-F, 36-40 hours	Picadome	Physical Therapy	\$9.50	--
091	Physical Therapy Technician	06/22/09	FT	M-F, 40 hours	Picadome	Physical Therapy	\$9.50	--
092	Float Registrar	06/22/09	FT	M-F, 40 hours	LCSB	Registration	\$9.50	--
093	Float Registrar	06/22/09	FT	M-F, 40 hours	LCSB	Registration	\$9.50	--
094	Electrician	06/25/09	FT	M-F, 40 hours	LCSB	Facilities	\$15.32	--
095	Grounds Keeper	06/25/09	PT	20-30 hours	LCSB	Facilities	\$10.45	--
PRN Nursing positions are available. Applicants may apply online at www.lexingtonclinic.com .								
064	Physician Assistant - Surgical	05/21/09	FT	M-F Plus	Picadome	Orthopedics	--	Exempt
068	Physician Asst./Nurse Practitioner	05/22/09	FT	M-F, 40 hours	Richmond	Internal Medicine	--	Exempt
075	Physician Assistant	06/04/09	FT	M-F, 40 hours	LCSB	Internal Medicine	--	Exempt

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

QA/PI COORDINATOR 037

SUMMARY:

The QA/PI Coordinator, under the supervision of the Administrator, works closely with the ASC Patient Care Committee, ASC Steering Committee, ASC Medical Directors and Director of Nursing in the development of various studies and projects, and interacts with managers, physicians, and Heads of Section on department and condition specific projects. Orchestrates retrospective peer review of services related to quality of care issues. Conducts chart reviews, audits, and other QI activities.

PREFERRED QUALIFICATIONS:

BSN preferred. Medical field experience in outcome management (evaluation) and quality improvement preferred. Verbal ability is required to communicate principles and procedures to others. Written communication skills are necessary for report writing and correspondence, both internal and external. Numerical ability is required to compute, comprehend and interpret data. Must have knowledge of basic statistical methods. Requires maturity and excellent judgment. Excellent communication and interpersonal skills required to work with physicians and other professionals. Requires tact and diplomacy.

PREFERRED ATTRIBUTES:

Ability to present information in a clear, concise, objective way to a variety of audience. Information should be presented in ways which result in positive support for improvements, when appropriate; ability to manage several projects concurrently; Ability to project the professional image of the department.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

CHEMO R.N. 047

SUMMARY:

The Registered Nurse functions as a member of the patient care team, contributing to the total health management of the patients; performs a variety of patient care activities and accommodative services for Clinic patients, in assistance to section physicians and independently; maintains primary responsibility for all nursing procedures and the operation and care the nursing unit in the Hematology/Oncology department.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by graduation from an accredited RN School of Nursing; Oncology Nurse certification; current Kentucky State licensure; CPR certificate; dedication to patient satisfaction; ability to communicate effectively to work compatibly with physicians and other staff members.

Physical guidelines include ability to stand/walk for up to eight hours/day, bend, stoop, twist, assist patients in arising from exam table, push wheelchair patients, and assist patient in arising from and returning to wheelchair; manual dexterity and motor coordination; visual acuity; articulate speech.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

CBO DATA SPECIALIST 049

SUMMARY:

The Data Specialist produces and reports and data spreadsheets for the CBO; reviews and audits for accuracy the data produced; interprets and applies knowledge of patient account functions to produce optimal and accurate reporting; produces and reviews expected payment reporting on a regular basis; communicates with insurance carriers and CBO staff; develops and implements new reporting tools as necessary; establishes, implements and monitors quality control procedures; generates reports reflecting the activity of all areas on a monthly basis. The Data Specialist must travel occasionally to other facilities and have access to appropriate transportation. If the individual will be driving, must have a current, valid driver's license and insurance as indicated in the Clinic automobile insurance policy.

PREFERRED QUALIFICATIONS:

Formal training will be indicated by a high school diploma or equivalent; two years in the health care field with specific responsibilities in reporting tools, accounting, and data management; excellent judgment; excellent communication and interpersonal skills; planning, organizing, work-flow management, and evaluation skills; flexible; able problem solver.

Physical Guidelines: visual and auditory acuity; full manual dexterity and motor coordination.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

REGISTRAR 051

SUMMARY:

The Registrar registers all patients in accordance with the Registration policy and procedure manual; maintains positive relationship with patients, family members, other visitors and fellow employees; performs cashiering transactions in the collection of accounts, auditing charges, issuing receipts, preparing bank deposits, and maintaining a balanced cash drawer; communicates to patients Clinic Policies and procedures regarding billing and payment information.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by a high school diploma or equivalent; three years experience in the health care field with specific responsibilities in insurance filing, bill processing and other business functions; excellent flexibility, communication and interpersonal skills; demonstrated tact and diplomacy when dealing with patients under stressful conditions; adaptable to constantly-changing requirements of commercial insurance, well-developed ability to multi-task, mathematical skills.

Physical guidelines include the ability to sit for up to eight hours per day; visual and auditory acuity; manual dexterity and motor coordination necessary to bend, kneel, stoop, reach/stretch above head, and lift materials weighing up to 20 pounds.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

OPHTHALMOLOGY TECHNICIAN 058

SUMMARY:

The Ophthalmic Technician functions as a member of the patient care team, contributing to the health management of the patients; performs a variety of patient care activities and accommodative services for Clinic patients, many in assistance to section physicians. Is responsible for all technical procedure and the operation and care of the nursing unit in the Ophthalmology department.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by experience in ophthalmology and patient care with exposure to patient care, sterile technique and medical terminology; CPR certification; ability to read and understand medical information.

Physical guidelines include mobility; visual acuity; articulate speech; maneuver objects weighing up to 5 pounds; manual dexterity and motor coordination.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

PACU RN 062

SUMMARY:

The RN provides expert professional nursing care; assesses, plans, implements and evaluates the care rendered to patients with urgent, emergent, or potential health problems; and, participate in the management of the department.

PREFERRED QUALIFICATIONS:

Current licensure in this state as a Registered Nurse. Current BCLS certification. ACLS certification preferred within six (6) months of date of hire. Previous work experience in an ambulatory surgery setting or acute hospital recovery room or operating room of no less than one (1) year.

Intermittent physical mobility/activity including walking, standing, sitting, light lifting, pulling and pushing of carts, equipment, etc. Must be able to bend body downward at the waist; be able to kneel.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

PHYSICIAN ASSISTANT – SURGICAL 064

SUMMARY:

The Physician's/Surgeon's Assistant functions as a member of the assigned surgical specialty providing first and second assistance in the Operating Room to the surgeons; assists in the management of the pre-operative and post-operative care of surgical patients as directed by the surgeon; supports the management of office patients as directed and supervised by the physicians; serves as a liaison between surgeons and hospital staff to provide communication and coordination of activities to assure quality patient care.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by graduation from an accredited college or university physician's assistant program with strong surgical assisting emphasis; certification by the National Commission on Certification of Physician's Assistants; registration as physician assistant by Kentucky Board of Medical Licensure; experience in surgical specialty.

There are no special physical requirements for this position other than those required to perform in the operating room.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

MEDICAL RECEPTIONIST 066

SUMMARY:

The Receptionist performs a limited scope of procedures or tasks usually focused on one or two aspects of the clinical encounter such as: expediting, scheduling, telephone triage, IC Chart work lists, chart prep and maintenance, filing, greeting/ registration, preauthorization/ pre-certification. Will occasionally be asked to cross cover or assume additional responsibilities on a limited basis. Maintain positive relationships with patients, family members and other visitors, and fellow employees. Responsible for clinical, technical and clerical support associated with the scheduling of procedures within the clinic, as well as coordination of procedures off-site

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by a high school diploma or equivalent; graduation from an approved program for medical assistants; experience working with the public; ability to maintain composure when confronted with fast-paced and stressful situations; pleasant attitude; neat appearance; excellent communication skills; excellent telephone communication skills. Computer skills/experience. Medical office experience.

Physical guidelines include motor coordination and complete manual dexterity; articulate speech; visual acuity; ability to hear.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

PURCHASING ASSISTANT 067

SUMMARY:

The Purchasing Assistant, under the supervision of the Manager of Purchasing, assures accuracy, integrity and security over all data bases in Materials Management; places orders for stock and non-stock items; follows up on back orders; expedites orders; maintains vendor file and performs other duties as assigned.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by a high school diploma or equivalent; previous office experience; typing skills of minimum 55 WPM and knowledge of business correspondence format; computer experience using Excel, Word, and other various software programs; ability to proofread; good written communication skills; courteous; friendly; diplomatic and tactful; ability to maintain information in a confidential manner; ability to use basic office equipment.

Physical guidelines include the ability to lift/carry materials weighing up to 50 pounds; manual dexterity; mobility.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

PHYSICIAN ASSISTANT / NURSE PRACTITIONER 068

SUMMARY:

The PA/NP functions to assist the physician in the delivery of primary medical care; obtains historical/physical data on patients; interprets and integrates findings to determine appropriate diagnostic and therapeutic procedures; assists in management of treatment plans, provides technical assistance and assurance of patient care; maintains positive relationships with patients, family members, visitors and fellow employees; practices under supervision and guidance of the physician.

PREFERRED QUALIFICATIONS:

Formal training that will be indicated by graduation from an accredited program of physician assistant studies and/or school of graduate nursing; Physician Assistant certification; current KY board licensure; current state board of nursing licensure; Advanced RN practitioner registration; exam eligible or certified a nurse practitioner at national level.

Physical guidelines include the ability to sit, stand, walk, negotiate steps; lift, move and transport patients, equipment, supplies; motor coordination and manual dexterity; ability to communicate effectively; ability to read/understand orders; visual acuity.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

CMA 071

SUMMARY:

The Certified Medical Assistant functions as a member of the patient care team, contributing to the health management of the patients; performs a variety of patient care activities and accommodative services for Clinic patients, many in assistance to section physicians and under the direction and supervision of the Patient Care Manager; maintains primary responsibility for all technical procedures and the operation and care of the nursing unit in the department.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by certification from an accredited medical assistant program; current CPR certification; two years broad experience with emphasis in family practice.

Physical guidelines include the ability to sit, stand, walk for up to eight hours a day; lift, move and transport patients, equipment and supplies; motor coordination and manual dexterity; articulate speech; ability to read and understand orders; visual acuity.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

PHYSICIAN ASSISTANT 075

SUMMARY:

The PA/NP functions to assist the physician in the delivery of primary medical care; obtains historical/physical data on patients; interprets and integrates findings to determine appropriate diagnostic and therapeutic procedures; assists in management of treatment plans, provides technical assistance and assurance of patient care; maintains positive relationships with patients, family members, visitors and fellow employees; practices under supervision and guidance of the physician.

PREFERRED QUALIFICATIONS:

Formal training that will be indicated by graduation from an accredited program of physician assistant studies and/or school of graduate nursing; Physician Assistant certification; current KY board licensure; current state board of nursing licensure; Advanced RN practitioner registration; exam eligible or certified a nurse practitioner at national level.

Physical guidelines include the ability to sit, stand, walk, negotiate steps; lift, move and transport patients, equipment, supplies; motor coordination and manual dexterity; ability to communicate effectively; ability to read/understand orders; visual acuity.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

DIRECTOR OF BUSINESS DEVELOPMENT 077

SUMMARY:

The Director of Business Development provides guidance, direction and overall management of the strategic planning, marketing and educational development. Plans, directs, and controls the marketing and referral development areas, in addition to Lexington Clinic CME and Foundation programs. Responsible for meeting business development objectives, strategy programming and marketing oversight of the Lexington Clinic.

PREFERRED QUALIFICATIONS:

Formal training which requires undergraduate degree Bachelor of Science/Arts Degree in a related field, Master degree preferred; a minimum of five years in healthcare operations, planning and marketing; Minimum of three years successful multi-specialty operations management; demonstrated ability to think strategically and thorough understanding of strategic development. Must have appropriate software skills including Microsoft Word, excel, Powerpoint and Outlook.

REQUIRED COMPETENCIES:

Must be self-motivated, goal oriented and focused; strong oral and written communication skills, relationship building and public speaking skills; experience with managing research, consultants and ad agencies; ability to direct and edit proposal material; ability to work in a team environment; ability to prioritize and multi-task; and proven management and leadership abilities to influence others.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

MARKETING MANAGER 078

SUMMARY:

The Marketing Manager develops, implements and manages a comprehensive program of marketing, public relations and communications designed to enhance awareness and utilization of Lexington Clinic physicians and services. The Marketing Manager supervises marketing and call center staff and interns and reports to the Director of Business Development.

PREFERRED QUALIFICATIONS:

The Marketing Manager will possess a bachelor's degree in marketing, business, communications or related field and must have at least five years of progressively responsible experience in marketing, preferably in a health care organization. Must demonstrate capability in staff and budget management. Excellent oral, written, and interpersonal skills are necessary. Experience managing agency and vendor relationships, working with media, developing messaging, advertisements, design and copy writing skills are required, as are proficiency in using computer software for editing and graphic design. Understanding of web-based promotion and strategy are desired.

The Marketing Manager must be well-organized, detail-oriented and able to prioritize and excel in a fast-paced environment. Must also be proficient in using data analysis and market research to problem-solve and make recommendations.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

MAINTENANCE TECH 079

SUMMARY:

The Maintenance Technician, under general guidelines, **completes building maintenance**, electrical, mechanical systems, housekeeping, vehicle maintenance, and yard work projects.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by a high school diploma or equivalent; valid State driver's license; good driving record; above average mechanical aptitude and ability; a conscientious approach to safety; ability to work independently; ability to read blue prints.

Physical guidelines include ability to stand/walk for up to eight hours per day; bend, kneel, stoop; lift up to 75 pounds; push equipment weighing up to 175 pounds; and climb ladders

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

BUILDING MANAGER 080

SUMMARY:

The Building Manager is responsible for all interior and exterior conditions of clinic buildings, for inspecting and maintaining all Life Safety systems, performing preventative maintenance on those systems as well as performs routine and preventative maintenance on other building components.

PREFERRED QUALIFICATIONS:

Formal training which will be indicated by: At least five years experience in Healthcare maintenance. Some college, Strong experience in healthcare maintenance and Life Safety systems, experience in professionally managing state and agency inspections. Strong communication skills. Proficiency with common business software. Must be able to read and write. Valid State driver's license; good driving record; above average mechanical aptitude and ability; a conscientious approach to safety; ability to work independently; ability to read blue prints.

Physical guidelines include ability to stand/walk for up to eight hours per day; bend, kneel, stoop; lift up to 75 pounds; push equipment weighing up to 175 pounds; and climb ladders; auditory acuity.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

STAFF RADIOLOGY TECHNOLOGIST (FLOAT) 081

SUMMARY:

The Radiologic Technologist works under general supervision to assist the radiologist in performing diagnostic procedures for patients; and works effectively with patients and other clinic personnel.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by graduation from an AMA approved school of Radiologic Technology; registry eligible for American Registry of Radiologic Technologists, with registration achieved within one year of graduation; current state licensure; certification by Kentucky Department of Human Resources of Radiation Control Branch; current CPR certification.

Physical guidelines include the ability to be exposed to minimal radiation; stand/walk for up to eight hours/day; bend, stoop, twist; assist patients in turning; assist patient in arising from exam table; push wheelchair patients; assist patient in arising from and returning to wheelchair.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

MEDICAL RECEPTIONIST 082

SUMMARY:

The Receptionist performs a limited scope of procedures or tasks usually focused on one or two aspects of the clinical encounter such as: expediting, scheduling, telephone triage, IC Chart work lists, chart prep and maintenance, filing, greeting/ registration, preauthorization/ pre-certification. Will occasionally be asked to cross cover or assume additional responsibilities on a limited basis. Maintain positive relationships with patients, family members and other visitors, and fellow employees. Responsible for clinical, technical and clerical support associated with the scheduling of procedures within the clinic, as well as coordination of procedures off-site

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by a high school diploma or equivalent; graduation from an approved program for medical assistants; experience working with the public; ability to maintain composure when confronted with fast-paced and stressful situations; pleasant attitude; neat appearance; excellent communication skills; excellent telephone communication skills. Computer skills/experience. Medical office experience.

Physical guidelines include motor coordination and complete manual dexterity; articulate speech; visual acuity; ability to hear.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

MEDICAL RECEPTIONIST 084

SUMMARY:

The Receptionist performs a limited scope of procedures or tasks usually focused on one or two aspects of the clinical encounter such as: expediting, scheduling, telephone triage, IC Chart work lists, chart prep and maintenance, filing, greeting/ registration, preauthorization/ pre-certification. Will occasionally be asked to cross cover or assume additional responsibilities on a limited basis. Maintain positive relationships with patients, family members and other visitors, and fellow employees. Responsible for clinical, technical and clerical support associated with the scheduling of procedures within the clinic, as well as coordination of procedures off-site

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by a high school diploma or equivalent; graduation from an approved program for medical assistants; experience working with the public; ability to maintain composure when confronted with fast-paced and stressful situations; pleasant attitude; neat appearance; excellent communication skills; excellent telephone communication skills. Computer skills/experience. Medical office experience.

Physical guidelines include motor coordination and complete manual dexterity; articulate speech; visual acuity; ability to hear.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

LPN 085

SUMMARY:

The Licensed Practical Nurse is responsible for providing nursing care to patients who present with urgent, emergent, or potential health problems; utilizes knowledge of basic nursing principles, practices and ethics; participates in the organization and management of the physician's practice.

PREFERRED QUALIFICATIONS:

Formal training which will be indicated by a graduation certificate from an accredited LPN school of nursing; basic life support and CPR certifications; current Kentucky state licensure; IV certification; minimum two years broad experience with emphasis in medical office duties; ability to monitor patient condition; good verbal communication skills.

Physical guidelines include ability to sit, stand, walk and negotiate steps for up to eight hours/day; lift, move and transport patients and materials; manual dexterity and motor coordination; articulate speech; read and understand medical information; visual acuity and ability to distinguish colors.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

MARKETING ASSISTANT 086

SUMMARY:

The Marketing Assistant, under the supervision of the Marketing Manager, supports the Marketing Department with internal marketing design and communication, research, designs patient awareness materials, organizes employee events, and participates in external marketing projects as needed. Greets public in office setting.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by a Bachelor's degree in business, marketing or related field; ability to work well with others and take direction; experience with basic office equipment, proficiency with English language, ability to proofread. Must demonstrate excellent written and oral communications and organizational skills and the ability to work with the public in a positive manner. Experience with desktop publishing software a plus. Travel and a valid driver's license and automobile insurance are required as indicated in the Clinic automobile insurance policy.

Physical guidelines include articulate speech.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

LPN 088

SUMMARY:

The Licensed Practical Nurse is responsible for providing nursing care to patients who present with urgent, emergent, or potential health problems; utilizes knowledge of basic nursing principles, practices and ethics; participates in the organization and management of the physician's practice.

PREFERRED QUALIFICATIONS:

Formal training which will be indicated by a graduation certificate from an accredited LPN school of nursing; basic life support and CPR certifications; current Kentucky state licensure; IV certification; minimum two years broad experience with emphasis in medical office duties; ability to monitor patient condition; good verbal communication skills.

Physical guidelines include ability to sit, stand, walk and negotiate steps for up to eight hours/day; lift, move and transport patients and materials; manual dexterity and motor coordination; articulate speech; read and understand medical information; visual acuity and ability to distinguish colors.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

ORTHOPEDIC MEDICAL ASSISTANT 089

SUMMARY:

The Orthopedic Medical Assistant functions as a member of the patient care team, contributing to the health management of the patients; performs a wide variety of patient care activities and accommodative services for Clinic patients, many in assistance to section Manager.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by a high school diploma or equivalent; experience working with the public; graduation from an approved medical assistant program; knowledge of medical terminology; broad medical experience with emphasis in patient care.

Physical guidelines include the ability to sit, stand, walk and negotiate steps; lift, move and transport patients, equipment and supplies; motor coordination and manual dexterity; articulate speech; ability to read and understand orders; visual acuity.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

PHYSICAL THERAPY TECHNICIAN 090

SUMMARY:

The Physical Therapy Tech is responsible for the cleanliness, maintenance of all therapy equipment and supplies, and general appearance of the clinic area. The tech is responsible for completing all duties as assigned by the staff of Physical Therapy; assists in medically prescribed therapeutic procedures under the direction of a Physical Therapist.

PREFERRED QUALIFICATIONS:

Formal or informal training/experience which may be indicated by previous experience in a physical therapy department or medical office; Medical Assistance coursework; college coursework in a related field; or interest in professional education for PT/OT/AT/MT. Willingness to work directly with patients with physical contact; willingness to accept direction and perform repetitive tasks; basic understanding of general office procedures; ability to deal tactfully and effectively with patients, other staff, physicians and others.

Physical guidelines include ability to stand/walk for up to eight hours/day, bend, stoop, twist, assist patients in turning, assist patient in arising from exam table, push wheelchair patients, assist patient in arising from and returning to wheelchair, kneel, carry materials weighing up to 50 pounds and adequately demonstrate therapeutic exercises.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

PHYSICAL THERAPY TECHNICIAN 091

SUMMARY:

The Physical Therapy Tech is responsible for the cleanliness, maintenance of all therapy equipment and supplies, and general appearance of the clinic area. The tech is responsible for completing all duties as assigned by the staff of Physical Therapy; assists in medically prescribed therapeutic procedures under the direction of a Physical Therapist.

PREFERRED QUALIFICATIONS:

Formal or informal training/experience which may be indicated by previous experience in a physical therapy department or medical office; Medical Assistance coursework; college coursework in a related field; or interest in professional education for PT/OT/AT/MT. Willingness to work directly with patients with physical contact; willingness to accept direction and perform repetitive tasks; basic understanding of general office procedures; ability to deal tactfully and effectively with patients, other staff, physicians and others.

Physical guidelines include ability to stand/walk for up to eight hours/day, bend, stoop, twist, assist patients in turning, assist patient in arising from exam table, push wheelchair patients, assist patient in arising from and returning to wheelchair, kneel, carry materials weighing up to 50 pounds and adequately demonstrate therapeutic exercises.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

FLOAT REGISTRAR 092

SUMMARY:

The Float Registrar/Cashier provides coverage for Registration at various locations when necessary. The Registrar/Cashier registers all patients in accordance with the Registration policy and procedure manual; maintains positive relationship with patients, family members, other visitors and fellow employees, performs front end collections and cashiering functions, responds to simple account inquires, auditing charges, issuing receipts and maintaining a balanced cash drawer; communicates to patients Clinic policies and procedures regarding billing and payment information.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by a high school diploma or equivalent; two years experience in the health care field with specific responsibilities in insurance filing, bill processing and other business functions; excellent communication and interpersonal skills; demonstrated tact and diplomacy when dealing with patients under stressful conditions; mathematical skills.

Physical guidelines include the ability to sit for up to eight hours per day; visual and auditory acuity; manual dexterity and motor coordination necessary to bend, kneel, stoop, reach/stretch above head, and lift materials weighing up to 20 pounds. Must provide own vehicle for transportation to and from sites.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

FLOAT REGISTRAR 093

SUMMARY:

The Float Registrar/Cashier provides coverage for Registration at various locations when necessary. The Registrar/Cashier registers all patients in accordance with the Registration policy and procedure manual; maintains positive relationship with patients, family members, other visitors and fellow employees, performs front end collections and cashiering functions, responds to simple account inquires, auditing charges, issuing receipts and maintaining a balanced cash drawer; communicates to patients Clinic policies and procedures regarding billing and payment information.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by a high school diploma or equivalent; two years experience in the health care field with specific responsibilities in insurance filing, bill processing and other business functions; excellent communication and interpersonal skills; demonstrated tact and diplomacy when dealing with patients under stressful conditions; mathematical skills.

Physical guidelines include the ability to sit for up to eight hours per day; visual and auditory acuity; manual dexterity and motor coordination necessary to bend, kneel, stoop, reach/stretch above head, and lift materials weighing up to 20 pounds. Must provide own vehicle for transportation to and from sites.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

ELECTRICIAN 094

SUMMARY:

The Electrician has proficiency with high and low voltage electrical, life safety, telecommunication, video, data systems and cabling, preferably in a healthcare setting.

PREFERRED QUALIFICATIONS:

Must maintain a Kentucky Master Electricians license.

Training which may be indicated by a trade or vocational education.

Physical guidelines include ability to stand/walk for up to eight hours per day; bend, kneel, stoop; lift up to 75 pounds; push equipment weighing up to 175 pounds; and climb ladders.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.

[CLICK HERE TO APPLY ONLINE](#)

[RETURN TO MAIN PAGE](#)

GROUNDS KEEPER 095

SUMMARY:

The Grounds Keeper **is responsible for the overall appearance** of the yard and shrubbery on the Clinic's main campus and at some satellite locations; **is responsible for purchasing** for plants, materials, and other supplies needed for grounds.

PREFERRED QUALIFICATIONS:

Formal training which will probably be indicated by a horticulture diploma or equivalent; ability to read, write and follow oral and written instructions; well-versed in the field of floral arrangement; **preferred licensed in chemicals.**

Physical guidelines include the ability to stand/walk for up to eight hours per day; bend, kneel, stoop, twist; lift and carry up to 75 pounds.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to act, as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.