



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Radiologic Technologist PRN
SUPERVISOR: Clinic Manager
LOCATION: Peter Christensen Health Center
POST DATE: January 23, 2024
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to provide the highest standard of customer service within the team environment on an “as needed” basis. This position captures diagnostic radiologic images using digital radiology equipment. This position also coordinates patient appointments and prior authorizations for MRI appointments at Peter Christensen Health Center.

Qualifications: Registered Radiologic Technologist in State of Wisconsin. Must be a graduate of an accredited Radiology Technician program. Must have current BLS certification. ARRT Compliance, CEU Compliance, and State of WI License.

Salary: \$29.00-\$31.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Radiologic Technologist PRN

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Clinic Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide the highest standard of customer service within the team environment. This position captures diagnostic radiologic images using digital radiology equipment. Specific responsibilities include but are not limited to the following:

1. Answer telephone calls in a professional and timely manner.
2. Acknowledge the presence of all patients in a friendly and professional manner.
3. Patient communication and preparation including removal of garments or jewelry that may interfere with procedure and explaining how the process works.
4. Positioning patients properly to obtain diagnostic imaging.
5. Setting the equipment to obtain the best density, detail, and contrast of the area being imaged.
6. Taking preventative steps to avoid unnecessary exposure to radiation.
7. Applying their knowledge of anatomy and physiology to the process in order to help the physician diagnose problems.
8. Must be able to closely follow physician instructions, prepare radiography equipment, position patients, and obtain optimal images for diagnosis.
9. Must be able to communicate calmly, compassionately, and professionally with all different types of patients including the elderly, ailing, and handicapped.
10. Accurately and efficiently enter patient data into computer.
11. General office duties, including faxing, emailing, scanning, etc.
12. Maintain strictest confidentiality according to HIPAA standards.
13. Attends meetings and educational activities as required.
14. Assists in developing departmental policies as necessary.
15. Participates in mandatory trainings and completes assigned trainings.
16. Understands the principle of Quality Improvement and participates in appropriate QI projects.
17. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow-ups.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent communication with staff at PCHC and occasional communication with departments at the William Wildcat Tribal Center. Daily communication with medical staff, ancillary services, and information technologies.

- 2. External:** Communication with other health care facilities and other community resources as needed for patient care. Communication with insurance companies for prior authorization for MRI.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Supervision received from the Clinic Manager, with direct daily communication with offsite radiologist group.

H. EDUCATION: Must be a Registered Radiologic Technologist in the State of Wisconsin. Must have a current BLS certification or ability to obtain and maintain certification within 6 months of employment.

I. EXPERIENCE: Must be a graduate of an accredited Radiology Technician program, ARRT Compliance, CEU Compliance, and State of WI license.

J. SKILLS:

1. Ability to work well in groups.
2. Ability to work cooperatively and provide quality customer service skills with patients and families.
3. Strong organizational and critical thinking skills.
4. Calculate accurate dosage skills related to radiation.
5. Excellent written and verbal communication skills.
6. Detail oriented.
7. Excellent customer service skills when working with staff and the public.
8. Clear and concise documentation in electronic health record.
9. Strong math skills.
10. Effectively participate as a team member by providing willing assistance to co-workers.

K. WORKING ENVIRONMENT:

- 1. Work Conditions:** Responsibilities are performed in an office environment and community locations.
- 2. Exposure to Hazards:** May be exposed to biohazard materials for which employee is trained on proper use of personal protective equipment.
- 3. Physical Requirements:** Sitting, standing, walking and occasional lifting required. Must be able to lift a minimum of 50 pounds without restrictions.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Radiologic Technologist (PRN) to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

