

POSITION DESCRIPTION

POSITION: Fill-In Registered Radiographer

LOCATION: Stockbridge-Munsee Health & Wellness Center

SALARY: \$30.00 **NonExempt**

Reports to: Director of Radiology

Fill-In

POSTING DATE: 8-16-16

CLOSING DATE: UNTIL FILLED

PAYGRADE:

Department: Radiology

GENERAL RESPONSIBILITIES: Performs procedures and examinations under the direction of medical providers to produce radiographic studies used in medical diagnosis and treatment. Receives and interprets requests of instructions for radiologic procedures. Sets up X-ray room, assuring that needed accessory equipment is ready. Places the patient in positions to obtain the views requested. Refers to guidelines to calculate the correct exposure, factors of time, distance, kilovoltage, and milliamperage and operates the radiographic equipment to ensure that the specified portion of the body receives the correct calculated exposure. Utmost care is taken at all times to minimize the patients' exposure to radiation by using proper image receptor size, by restricting the beam through use of coning apparatus, and by using optimum exposure settings. Recognizes and reports malfunctioning equipment and performs clerical duties such as recording radiographic exposures on the patients' charts, identifying equipment, recording technical factors and materials used in studies.

DUTIES:

1. Escorting patients to and from X-ray room.
2. Responsible for taking all radiographs. Burns image studies onto a disc for outside providers when needed.
3. Verify proper information is on images before sending them through to Picture Archiving Communication System (PACS) for physicians to review.
4. Provides guidance, when needed, to physicians regarding the best radiology exam to order to diagnose patients' pathologies.
5. Maintain quality control for department and follow guidelines.
6. Must be capable of complying with Physicians' and Nurse Practitioners' requests.
7. Responsible for keeping X-ray image receptor plates and working environment clean.
8. Must be available and dependable.
9. Must maintain an acceptable departmental attendance record.
10. Must be reliable and prompt when reporting to work.
11. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
12. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
13. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.

14. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Graduated from an accredited radiologic technology program with an associate's degree.
2. Medical terminology is a must.
3. Must be registered with American Registry of Radiologic Technologists (ARRT).
4. Must be licensed through the state of Wisconsin as a Radiographer.
5. Must have ability to lift patients when necessary.
6. Must be able to carry up to 35 pounds (departmental equipment & supplies).
7. Must be able to communicate and relate well with various publics.
8. Knowledge of computers and fax machine is required.
9. Must be able to handle stress and work under pressure.
10. Must be able to work with little or no supervision.
11. Must be dependable and able to maintain confidentiality.
12. Have a positive attitude and promote teamwork.
13. Must submit to a Criminal Investigation Background Check.
14. Must be willing to attend all applicable training.
15. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must be eligible for coverage under the employer's liability insurance.
17. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
18. Must be able to meet physical requirements of position.
19. Must abide by departmental and organizational safety, testing, and uniform guidelines.
20. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.

SUBMIT APPLICATION TO: Human Resource Department
Stockbridge-Munsee Community
N8705 Moh He Con Nuck Road
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Native American preference is given in accordance with the Tribal Employment Preference Ordinance.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position: 03/09/2016

Tribal Council Approved: