

Community

Integrity

Excellence

Customer Service

Responsibility



Black River

MEMORIAL HOSPITAL

Compassion

Leadership

Integrity

Always.



Compassion

Customer Service

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Excellence

Responsibility

Integrity Excellence. Always.

Community

Customer Service

High-Quality Care

Compassion

Leadership

Responsibility

Excellence

Modern Healthcare

Integrity

BEST PLACES TO WORK™

2018

CAREERS IN HEALTHCARE

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At Black River Memorial Hospital

Black River Memorial Hospital is an accredited primary health care facility. It is an independent, non-profit organization that is locally controlled. Its service area encompasses all of **Jackson County, Wisconsin**, with a population of 18,000. Area residents are fortunate to enjoy a small town lifestyle with ready access to a full range of quality health services. Black River Memorial Hospital provides a level of care people might expect to find in a big city, but with the compassionate care associated with a small town.



HOSPITAL ADMINISTRATION

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Chief-Executive Officer (CEO)	6	Administers, directs, and coordinates activities of hospital to carry out its objectives. Carries out programs within policies and by general directives from a governing board. Promotes favorable public relations. Coordinates activities of medical staff with other departments. Recommends and develops policies and procedures for various hospital activities.
Chief Financial Officer (CFO)	4+	Reports to the CEO, Responsible for maintenance of a systematic record of all financial transactions. Reviews or prepares periodic financial and statistical reports. Make recommendations relative to fiscal policies. Responsible for audit and cost reimbursement reports.
Chief Operating Officer (COO)	4+	Reports to the CEO, the COO is responsible for leading and managing a comprehensive array of services and programs. Member of the Senior Leadership Team. Through respectful, constructive management and vision necessary to hire and retain qualified staff and physicians; actively and knowledgably participates in the hospitals strategic planning process and promotes effective management of BRMH's resources and growth opportunities meeting internal benchmarks and long-term goals.
Chief Nursing Officer (CNO)	4 +	Reports to the CEO, the CNO is responsible for leading and managing a comprehensive array of services and programs. Manages and directs the administration of Medical, Surgical, Emergency/Urgent Care, Surgical Services, Respiratory Care, Home-based Services, Quality, Obstetrics, and Patient & Family Services. Member of the Senior Leadership Team. Promotes a strong belief in BRMH's Mission. Demonstrates behavior consistent with BRMH's core values: Excellence, Integrity, Leadership, Community Partners, Responsibility and Customer Service. Promotes the effective management of BRMH's resources, meeting internal benchmarks, short and long term goals.
Chief Medical Officer (CMO)	4+	Reports to the CEO, the CMO is the administrative leader who provides leadership and support for the hospital's employed and contracted physicians, CRNAs, Nurse Practitioners and Physicians Assistants. Member of the Senior Leadership Team. Provides leadership in the planning and executing of the hospital's strategic plan, assuring clinical quality, maintaining accreditation/regulatory compliance and promoting a positive organizational work environment.
Administrative Assistant	2	Provides comprehensive administrative assistant/secretarial support to a Senior Leader.



ANESTHESIA

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Certified Registered Nurse Anesthetist	6-8	Certified Registered Nurse Anesthetists administer the anesthetic required for surgery. Prior to surgery, the anesthetist meets with patients to discuss the anesthetic and answer any questions.

BUSINESS INTELLIGENCE

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Business Intelligence Director	2+	Develops and implements a process to identify management's intelligence needs: gathers related information; analyzes the relevant information, provides timely reports to be acted upon based on the analyses. The Director owns and directly shapes the intelligence strategy and architecture for the hospital, has oversight for all computer hardware, software, telecommunications, data gathering and analysis. In addition, the Director oversees the day-to-day management of department staff and has strong interpersonal, communication and relational skills and a proven ability to lead, mentor, develop and guide a team.
IT Specialist	2	System and Network support position responsible for PC based applications, network systems and associated hardware.
Support Specialist	2	Support the hospital's hardware, software and Service Desk infrastructure.
IT Web Specialist	High School Diploma	Maintains web servers, websites (external/internal), documentation, problem investigation and resolution, audits, reporting, interfaces and user setup.
Data Analyst	4	Identifies, collects, compiles, evaluates and trends data into presentable format for use by decision makers (i.e. Senior Leaders, Department Directors, Committee and Work Team Chairs).
Business Intelligence Specialist - Revenue Cycle/Finance	4	Ensures that senior leadership has timely and relevant information from which to make informed strategic decisions. In this hands-on role, the Business Intelligence Specialist will collect and analyze revenue cycle, financial, and marketing information and prepare data-driven insights for the leadership team. Key to this role is the ability to extract and manipulate data from multiple sources and systems and synthesize the results into dashboards and reports.
Clinical Informatics Nurse	4+	Integrates nursing, computer science and information management to manage data, information and knowledge within the clinical departments. Responsible for specific tasks associated with the implementation of clinical application systems within BRMH. Ensures that the system meets the functional requirements of BRMH and serves as a communication intermediary with other departmental users during development, installation and end-user dissemination.

Help Desk	2+	Provides maintenance of the computer desktop environment by analyzing requirements, resolving problems, installing hardware and software solutions, and supporting the internal IT Helpdesk.
Network Specialist	2+	Support the hospital's hardware, software, network and telecommunications infrastructure.

DIAGNOSTIC IMAGING (RADIOLOGY)

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Diagnostic Imaging Director	2 +	Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the Radiology department. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives.
Radiologic Technologist II	2 +	Performs radiology examinations following hospital and radiology standards when ordered by a physician or other allied health practitioners for diagnostic purposes as directed by the Radiologist.
Radiologic Technologist III	2 +	Performs radiology examinations following hospital and radiology standards when ordered by a physician or other allied health practitioners for diagnostic purposes as directed by the Radiologist.
Radiology Clerk	High School Diploma	Performs receptionist and clerical functions in the radiology department.

Diagnostic Radiology

This department, staffed by professional Radiologic Technologists, uses the advanced technology of Diagnostic Radiology including X-ray, Magnetic Resonance Imaging (MRI), Computerized Tomography (CT), Nuclear Medicine, Ultrasound, Echocardiology and Electrocardiogram (ECG or EKG) to obtain detailed diagnostic information. This department has the capability of transmitting X-ray films through the telephone lines with teleradiology for urgent interpretations by Radiologists 24-hours a day. MRI and CT exams are directly captured from scanners and sent to specialists for interpretation while patients are being scanned.



ENVIRONMENTAL SERVICES

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Environmental Services Director	2+	Plans, organizes, develops and directs the overall operations of maintenance, housekeeping and laundry. Develops and implements programs, in accordance with TJC, State of Wisconsin, Federal and Local codes to maintain optimum facility environmental conditions and equipment operation in a safe and serviceable condition. Additional roll as Safety and Security Officers; will have the authority to intervene whenever environmental conditions immediately threaten life or health or threaten to damage equipment or buildings.
Maintenance Mechanic I	2+	Uses mechanical, technical, physical and communication skills in order to maintain a safe reliable and comfortable healthcare environment
Maintenance Mechanic II	2 + Master Electrician Certification	Uses mechanical, technical, physical and communication skills in order to maintain a safe, reliable and comfortable healthcare environment and occasionally provides supervision for the Maintenance Mechanic I employees.
Custodial Maintenance and Security	High School Diploma	Monitors hospital security and performs minor maintenance, sanitizing and cleaning of specified areas.
Grounds Keeper	High School Diploma	Performs all phases of grounds keeping tasks to keep the facility in a neat and presentable condition. Performs minor maintenance and repairs of building and small equipment; and performs miscellaneous duties that would include running errands and delivery services.
Housekeeper	High School Diploma	Performs all room cleaning operations in the hospital.
Laundry Worker	High School Diploma	Operates the laundry equipment to ensure a clean supply of linen for all designated hospital areas.
Preventative Maintenance	2+	Uses mechanical, technical, physical and communication skills in order to maintain a safe reliable and comfortable healthcare environment.
Utility Housekeeping	High School Diploma	Performs minor maintenance duties and repairs of building and grounds.
Summer Help	Entry Level	Helps Grounds Keeper/Maintenance Assistant performs all phases of grounds keeping tasks to keep the properties in a neat and presentable condition. Performs minor maintenance and repairs of building and small equipment; and performs miscellaneous duties.



FINANCE

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Accounting Assistant I	2+	Performs a variety of clerical accounting work. Assists with the payment process which includes matching/verifying invoices to purchase orders, providing appropriate general ledger allocations, ensuring only authorized payments are made, discounts are taken and late penalties are avoided.
Accounting Assistant II	2+	Performs a variety of clerical accounting work. Responsible for the payment process which includes matching/verifying invoices to purchase orders, providing appropriate general ledger allocations, ensuring only authorized payments are made, discounts are taken and late penalties are avoided. Reconciles, posts and balances accounts, ledgers and payments.
Staff Accountant	2+	Assists the Director of Fiscal and Business Development in the oversight and prudent management of the organization's finances. The Staff Accountant must prepare, maintain and perform a variety of financial functions for management review.

HEMOCARE / HOSPICE

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Medical Director	Medical Degree	Assumes responsibility for medical care of patients in conjunction with the attending physician; collaborates with the Director in the development, maintenance and monitoring of all policies, procedures and standards.
Director	4+	Responsible for coordinating and managing all aspects of hospice, palliative and homecare services.
Patient Care Coordinator	4	Provides oversight and leadership for staff to maintain the efficient effective function of the Homecare Department with a primary responsibility for Clinical Practice.
Nurse Practitioner	6-7+	Evaluates and treats patients of all ages with severe chronic disease and/or end of life prognosis. Completes patient assessments, orders and interprets diagnostic tests and completes or prescribes treatments under the supervising Hospice/Palliative Care Physician.
Registered Nurse	3 - 4	Conducts initial physical and whole person evaluation of the patient and after consulting with core team members, determines eligibility for admission to programs. Communicates regularly with physician and team members providing information regarding the physical, psychosocial and spiritual status of patient and family.
Chaplain	2 +	Responsible for implementing and coordinating all activities of spiritual care and services for Hospice patients, families and staff. Provides counseling, prayer, sacred rituals or practices, meditation, active listening and supportive presence as needed/desired by patients and family.
Personal Care Worker	High School Diploma	Provides essential personal care and/or assists patient/family with cares as directed/assigned by the Homecare Registered Nurse
Scheduling Coordinator	High School Diploma	Assists in day-to-day coordination of the Homecare Program by providing routine scheduling, setting-up new services, and finding emergency coverage in cooperation with the Homecare Director.
Support Care Worker	High School Diploma	Provides household duties including laundry, changing bed linen, grocery shopping, cleaning bathroom, kitchen, floors, refrigerator, vacuum, dust, sweep floors, make bed, wash dishes, meal preparation, transportation, washing windows, watering plants, fill out grocery list, etc.
Biller	High School Diploma	Processes billing for Homecare/Hospice/DME Programs in a timely and accurate manner by performing the following duties.
Home Health Aid	High School Diploma	Provides essential personal care and/or assists patient/family with cares as directed/assigned by the Hospice Registered Nurse.
Office Assistant	High School Diploma	Responsible for receptionist duties. Answer/screen incoming calls and directs calls/messages to appropriate staff. Receive and greet visitors, guest and patient/family members.
Social Worker	6+	Works as part of the total homecare/hospice team to help meet the social, economic and emotional needs of patients and families enrolled in the programs.

HUMAN RESOURCES

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Human Resources Director	4+	Responsible for managing, planning, organizing and directing human resource functions. Develops sound progressive human resource policies, procedures, employee relations and programs. As well as, being responsible for total rewards, talent assessment and acquisition, HR planning and communications. Analyzes, classifies, and evaluates jobs.
Human Resources Generalist	2	Compiles and maintains corporation, HR and medical credentialing records. Coordinates and assures the medical credentialing process is timely and meets all standards of regulatory agencies. Coordinates and assures the payroll process is timely and accurate.
Human Resources Specialist	2+	Provides support for various HR employee programs within the hospital.

With over 300 employees, Black River Memorial Hospital is one of the largest employers in Jackson County. Our salaries are competitive and our benefit package comprehensive.

If you are interested in employment opportunities contact:

Human Resources Department
 Black River Memorial Hospital
 711 West Adams Street
 Black River Falls, WI 54615
 (715) 284-3641
www.brmh.net



LABORATORY

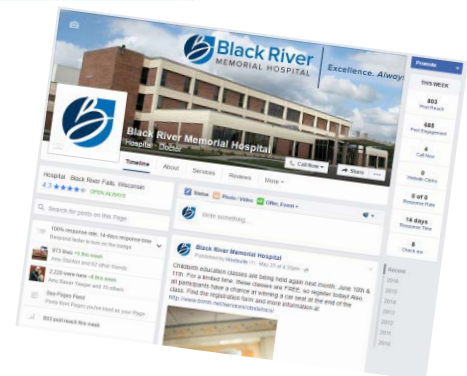
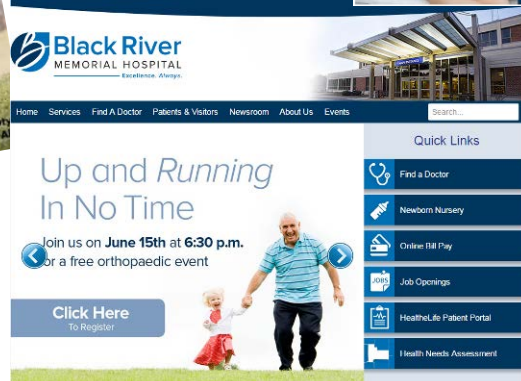
POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Laboratory Director	4	Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the Laboratory department. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives.
Medical Technologist/ Clinical Laboratory Scientist	4	Responsible for the collection and processing of specimens to obtain data for diagnosis and treatment of disease and accurate and timely reporting of test results. Oversees a variety of technical activities and individual section responsibilities to ensure efficient operation of the department.
Laboratory Technician MLT/CLT	2	Responsible for the collection and processing of specimens to obtain data for diagnosis and treatment of disease and accurate and timely reporting of test results.
Laboratory Assistant/ Phlebotomist	1 or less	Responsible for the collection and processing of specimens, clerical and secretarial tasks, cleaning and routine maintenance. Responsible for testing consistent with successful education
Unit Coordinator	High School Diploma + Phlebotomy Certificate	Responsible for the collection and processing of specimens, clerical and secretarial tasks, cleaning and routine maintenance.



Our fully automated Clinical Laboratory plays a key role in this process by performing a wide range of procedures, which help physicians diagnose and treat diseases.

MARKETING

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Marketing Director	4	Plans, organizes and directs the hospital's marketing and business development programs to develop interest, understanding, good will and development programs to ensure community support of the hospital. Directs and monitors the hospital communications, advertising, public relations and marketing programs. Direct efforts at creating and maintaining a favorable public image for BRMH and achieving organizational goals and objectives.
Marketing Specialist	2+	Provides administrative and clerical services to Marketing and Business Development Director. Maintains departmental files, assists with coordination internal and external communications. Coordinates internet and social media efforts.
Internet Marketing Assistant	1 or less	Provides administrative support services in the Marketing and Business Development Department in organizing and implementing internet marketing strategies and tasks.
Business Development Coordinator	4	Meets organization and community needs by coordinating, planning, developing and leading the activities of the Business Development department.
Community Relations Coordinator	2+	Coordinates efforts of the hospital for meeting community health needs. Represents hospital in various organizations that align with the community health needs assessment.
Community Health Instructor	2+	Instructs community and business customers in CPR and Mindfulness-Based Stress Reduction.



NURSING

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Director	4	Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the Nursing departments. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives.
Advanced Degree in Nursing	5+	Advanced education is required for specialized roles such as clinical specialist, public health nursing, nursing administration, etc.
Nurse Practitioner	6-7+	Evaluates and treats patients of all ages with minor medical, surgical and emergency conditions in the Urgent Care, Specialty Outreach and Emergency Departments of the hospital. Completes patient assessments, orders and interprets diagnostic tests and completes or prescribes treatments under the supervising Emergency Department Physician.
Registered Nurse	2+	Plans and provides comprehensive patient care. Manages available nursing resources and collaborates with other members of the healthcare team to provide quality, cost effective patient care.
Licensed Practical Nurse	1	Provides supportive services, direct and indirect patient care, organizes and coordinates efficient delivery of care.
Nursing Department Secretary	2	Assists the Emergency/Med-Surg Department Director with a variety of clerical duties related to department operations.
Health Unit Coordinator	Certificate	Performs as part of the nursing team in non-clinical tasks and coordinates activities of the unit.
EMT-Paramedic	Certificate	Provides paramedic-level emergency medical care for patients of all ages. Functions according to WI Paramedic Curriculum and functions under the direction of the Emergency Department nurse or provider.
Patient Care Coordinator	4	Provides oversight and leadership on the Medical-Surgical Unit to promote effective multidisciplinary care for patients and their families from admission to post-discharge.
Nurse Intern	2	Performs supportive services, direct and indirect patient care, organizes and coordinates efficient delivery of care as delegated by the Registered Nurse.
Operating Room/Central Supply Technician	Certificate	Assists with care of patients in the operating room under the direct supervision of the operating room registered nurse.
Patient Care Technician	Certificate	Provides supportive services, direct and indirect patient care, organizes and coordinates efficient delivery of care under the supervision of an RN.
Resource Nurse	4	Provides oversight and leadership among the ER, Med-Surg and OB departments. Manages available nursing resources and collaborates with other members of the healthcare team to provide quality, cost effective patient care.

Emergency & Urgent Care Department	Obstetrical Department	Medical/Surgical Department	Surgical Services Department
The Emergency Department is staffed 24 hours a day by skilled health care professionals trained in treating trauma and acutely ill patients.	OB nurses develop a specialized skill set used for assessing and stabilizing the mother and infant and learn to use a variety of equipment.	Registered nurses are on duty at all times to supervise each patient's care. There are 21 private patient rooms, of which two are negative pressure isolation rooms.	Surgical Services staff works with several visiting surgeons in orthopedics, urology, ophthalmology, ENT, podiatry, and general surgery.

NUTRITION SERVICES

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Nutrition Services Director	2+	Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the Nutrition Service department. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives.
Dietitian	4+	Provides medical nutrition therapy to patients as part of the multidisciplinary team in accordance with established standards, policies and procedures.
First Cook	High School Diploma	Prepares food for patients, hospital staff, and contracted services and assists in the supervision of Nutrition service staff.
Second Cook	High School Diploma	Prepares, cooks and serves food for patients, hospital staff, visitors, and contracted services.
Senior Nutrition Services Assistant	High School Diploma	Performs as dietary clerk with the ability to perform all other positions within the department as needed.
Cafeteria Worker/PM Supervisor	High School Diploma	Oversees and participates in the preparation and cooking of foods for patients, cafeteria, and contracted services.
Nutrition Services Assistant	High School Diploma	Assists in preparation, cooking and serving of food.



ORGANIZATIONAL DEVELOPMENT

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Organizational Development Director	4 +	Plans, organizes and directs staff development and continuing education programs for all hospital employees. Oversees the coordination of patient education activities and staff education in collaboration with management and staff.
Staff Educator	4	Works under the supervision of the hospital Organizational Development Director. Consults with Department Directors and designated staff to plan, develop, implement and assess education activities related to competency programs, department specific education goals, practice/performance standards, associated policies/procedures and orientation processes. Assists with standardization of education/training processes across the organization.
Clinical Educator	4+	Works under the supervision of the hospital Organizational Development Director. Consults with Clinical Department Directors and designated staff to plan, develop, implement and assess education activities related to competency programs, department specific education goals, practice/performance standards, associated policies/procedures and orientation processes. Assists with standardization of education/training processes across the organization.

PATIENT AND FAMILY SERVICES

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Patient & Family Services Director	4 - 6	Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the Patient and Family Services department. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives.
Social Worker BSW or MSW	4 - 6	Works as part of the total health care team to help meet the social, economic and emotional needs of patients and their families during hospitalization and provides for appropriate planning to ensure these needs are adequately met after discharge.
Transition Care Nurse	4	Responsible for easing the transition from the hospital setting to the home setting. Follows up on referrals for transitional care with patient assessments for adequate resources and provides education on discharge instructions with the goal of decreasing re-hospitalizations.

PHARMACY

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Pharmacy Director	5+	Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the Pharmacy department. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives.
Pharmacist	5 +	Provides comprehensive hospital-based pharmaceutical services. Assists in assuring safe, appropriate clinical outcomes from drug therapy, manages the operation of a safe, efficient drug distribution system, and provides drug information to patients and health care professionals. Must maintain a working knowledge of body system functions, therapeutics, information management, nutrition, health care equipment and products, pharmacy ethics, legal requirements, health care systems and pharmacy management.

PROVIDERS

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Hospitalist	11+	Provides the very best high quality, cost-effective care to the patients assigned to the service through approved referral sources in the Medical/Surgical department. Assesses, diagnoses, treats and prescribes medication.
Emergency Physician	11+	Provides the very best high quality, cost-effective care to the patients in the Emergency Department. Assesses, diagnoses, treats and prescribes medication.
Nurse Practitioner or Physician's Assistant	6-7+	Evaluates and treats patients of all ages with minor medical, surgical and emergency conditions in the Urgent Care, Specialty Outreach and Emergency and Medical/Surgical departments of the hospital. Completes patient assessments, orders and interprets diagnostic tests and completes or prescribes treatments under the supervising physician.



PURCHASING

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Purchasing Director	2	Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the Purchasing department. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives.
Purchasing Clerk	High School Diploma	Maintains computer inventory system in conjunction with the patient charge label system under general supervision. Processes purchase orders of both inventory and non-inventory supplies as directed by the purchasing director.
Purchasing Assistant	High School Diploma	Maintains computer inventory system in conjunction with the patient charge label system under general supervision. Processes purchase orders of both inventory and non-inventory supplies as directed by the purchasing director.

QUALITY

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Quality Director	4 +	The Quality Director coordinates the quality, patient safety and regulatory programs to maintain a systematic, continuous team-based approach to quality and compliance within the organization. Develops, coordinates, implements and monitors all aspects of the hospital's quality improvement, patient safety and risk management activities. Deploys and integrates performance improvement and quality management activities throughout the organization. Uses constructive leadership skills to assist the organization in fulfilling its mission and meeting established annual and long term objectives.
Quality Assistant	2	Assists the Quality Director with a variety of clerical, logistical and reporting duties related to the department.

REHABILITATION SERVICES

(OCCUPATIONAL, PHYSICAL AND SPEECH THERAPIES, OCCUPATIONAL HEALTH AND WELLNESS)

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Rehabilitation Director	4 +	Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the Rehab department. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives.
Occupational Therapist (OT)	6	Evaluates and treats patients with physical and psychological disabilities to develop and restore maximum independence in those daily living skills needed to function at home, on the job, and in the community through the use of purposeful activity.
Speech Therapist	6	Provide evaluation, diagnosis, and counseling services to aid in developing an individualized plan of treatment for both inpatients and outpatients.
Occupational Therapy Assistant	2	Implements occupational therapy treatment programs under supervision of an Occupational Therapist.
Physical Therapist	6	Performs test and evaluations which provide information about joint, motion, muscle strength, endurance, status of muscle tone and reflexes, functional abilities, appearance and stability of walking, need and use of braces and artificial limbs, function of the heart and lungs, integrity of sensation and perception, and performance of activities of daily living.
Physical Therapy Assistant	2	Assists the physical therapist in implementing a total treatment program which may include: exercises for increasing strength, coordination, endurance, range of motion, use of heat, cold, electricity, sound and water to relieve pain and stimulate motor activity, instruction, care and use of assistive devices.
Rehabilitation Services Assistant	High School Diploma	Assists rehabilitation department director and other ancillary service departments with a variety of clerical duties related to department operations.
Rehabilitation Technician	High School Diploma	Assists rehabilitation personnel in the provision of rehabilitation services to patients by performing the following duties.
Rehabilitation Receptionist	High School Diploma	Performs secretarial and receptionist duties for the rehabilitation services department.
Athletic Trainer	6	Responsible for providing outreach athletic training services to area schools and surrounding communities. Responsible for providing consistently high quality care for injuries and conditions.

RESPIRATORY THERAPY

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Respiratory Therapy Director	2	Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the Respiratory Care department. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives.
Certified or Registered Respiratory Therapist/ Technician	2	Plans and provides comprehensive patient care. Manages available nursing resources and collaborates with other members of the healthcare team to provide quality, cost effective patient care.
Sleep Lab Technician	Certification	Under the direction of the Sleep Lab Medical Director, performs various polysomnograms and other sleep disorder tests. Responsible for attaching electrodes and monitors to patients who are participating in a sleep study. Monitors the patient throughout the sleep study and documents observations, collects data from various monitors and reports this information to the physician. Responsible for CPAP titration and oxygen therapy when applicable. Scores reports.
Patient Care Coordinator	1 or less	Supports and assists director in planning, organizing, directing, coordinating and evaluating processes in their area of responsibility with the goal of providing cost effective patient focused care.
Respiratory Care Office Assistant	High School Diploma	Facilitates the activities in the Respiratory /DME department by providing clerical, secretarial and DME billing support to the department.
Care Practitioner	2-4	Plans and provides comprehensive patient care. Manages available nursing resources and collaborates with other members of the healthcare team to provide quality, cost effective patient care.
Driver	High School Diploma	Uses service and educational skills to ensure safe delivery, setup and use of home medical equipment and maintains the quality provider image for the organization in the community.
Retail Sales Associate	High School Diploma	Requires leadership and assistance in retail operations, visual merchandising, customer service & selling, inventory management, merchandise assortment planning, retail marketing, and administration and expense management.



REVENUE CYCLE

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Revenue Cycle Director	4+	Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the Fiscal department. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives. Oversees Fiscal Services and Health Information Management
Data Entry Operator	High School Diploma	Accurately posts daily charges and payments in to the computer system.
Financial Services Representative	High School Diploma	Processes patient accounts in a timely and accurate manner by accurately preparing claims, insuring accurate patient bills, and keeping current with regulatory requirements.
Registration/ Switchboard Operator	High School Diploma	Interviews incoming patients or representatives and accurately enters information required for admissions into the computer. Answers facility incoming telephone calls and directs to appropriate personnel or department.
Patient Financial Counselor	High School Diploma	Works with self-pay accounts to facilitate timely payment, minimize bad debt, identify past due accounts and takes appropriate action.
Accredited Records Technician	2	Performs duties involved with analyzing the medical record in order to select and sequence the appropriate diagnoses and procedures using a national coding system for physician approval.
Medical Transcriptionist	1	Transcribes a variety of confidential medical reports for inclusion in patients' charts and physicians' files utilizing the knowledge of medical terminology and the use of word processing equipment.
Clerk	High School Diploma	Performs various clerical duties such as answering telephone, receiving and giving requests for information, department mail and a variety of filing duties.
Medical Coder	2	Compiles and maintains medical records of patients within the health information system.
Registered Health Information Technologist	2	Under direct supervision, responsible for diagnosis and procedure coding to individual health information for claims processing, data retrieval and analysis.
Coordinator	High School Diploma	Provides administrative support and services in the Revenue Cycle department. Responsible for diagnosis and procedure coding for claims processing, data retrieval and analysis.



VOLUNTEER SERVICES

POSITION TITLE	YEARS BEYOND HIGH SCHOOL	POSITION DESCRIPTION
Volunteer Services Director	2+	Plans, organizes and directs the hospital's Volunteer and PERS programs to develop interest, understanding, and good will in support of the hospital.
Volunteer Services Coordinator	2+	Provides administrative support services in the Volunteer Services Department in organizing and implementing volunteer services initiatives.
Personal Emergency Response System (PERS) Coordinator	High School Diploma	Organizes and promotes the Person Emergency Response System (PERS) program to meet the needs of the community and surrounding areas.

Volunteers and Volunteens

Our volunteer organization called Partners of Black River Memorial Hospital, formed in 1967 and has a long tradition of caring and giving. Partners raise money to fund pledges for hospital equipment or needs, and provide several educational and service oriented programs to schools and agencies throughout our area. In addition to adult volunteers, many teens donate time to the hospital during the summer months. Volunteens are part of the Partners and must be at least 14 years of age and commit to two hours of volunteer service each week. Registration for the Volunteen program begins in May.

Hospice volunteers are specially trained to provide assistance to patients and their family members and assist hospice staff. There are five types of hospice volunteers: Transition Volunteers, Regular Volunteers, Hospice Teens, Hospice Volunteers, and Hospice Helpers. Other types of volunteers are Hospital Transportation and PERS Volunteers. With all programs included, Black River Memorial Hospital men, women and teen volunteers number around 200.

