



Black River
MEMORIAL HOSPITAL



CAREERS IN HEALTHCARE

Modern Healthcare
BEST PLACES TO WORK™
2019

CAREERS IN HEALTHCARE

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 | Models, promotes and ensures Black River Memorial Hospital's Mission, Vision and Values are evident and present in the provision of all services provided. Faithfully and conscientiously performs all duties that may be required by virtue of the position and all duties set forth in the hospital's governing laws, regulations, contracts, bylaws and in policy statements of the Board of Directors, to implement the strategic goals of the hospital. Provides and demonstrates inspiring and effective leadership while administering, directing and coordinating the overall efficient, effective, and economical operation of clinical and administrative departments to achieve the hospital's annual goals and objectives with a focus on Excellence Always. |
| Chief Financial Officer (CFO) | 4+ | Reports to the CEO, the CFO is responsible for leading and managing a comprehensive array of services and programs. Manages and directs the administration of Finance, Revenue Cycle, Environmental Services, Nutrition Services and Purchasing. Promotes a strong belief in BRMH's Mission. Demonstrates behavior consistent with BRMH's core values: Excellence, Progressive, Integrity, Compassion and Collaboration. Promotes the effective management of BRMH's resources, meeting internal benchmarks, short and long term goals. |
| 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 knowledgeably participates in the hospital's 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. |
| Executive Assistant | 2 | Provides comprehensive administrative assistant and 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 | 4+ | 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. Owns and directly shapes the intelligence strategy and architecture for the hospital. Has oversight for all computer hardware, software, telecommunications and data gathering and analysis. |
| Server Specialist | 2+ | Maintains server infrastructure including hardware and software, documentation, problem investigation and resolution, backups and recovery, security, and server based software packages. |
| Informatics Security Specialist | 2 | Process owner for the development and implementation of an organization-wide information security program and ongoing activities to preserve the availability, integrity and confidentiality of BRMH information resources in compliance with applicable security policies and HIPAA standards. |
| Data Entry/Security Clerk | 2+ | 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). |
| Specialist - Revenue Cycle/Finance | 4+ | Collects and analyzes clinical and quality information or revenue cycle, financial, and marketing information and prepares data-driven insights for the leadership team. Must be able 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 Analyst | 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. |
| CT/X-ray Technologist | 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. |
| MRI/CT/X-ray Technologist | 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. |
| Master Carpenter | 2+ | Uses mechanical, technical, physical and communication skills in order to maintain a safe reliable and comfortable healthcare environment. |
| Master Electrician | 2+ | Uses mechanical, technical, physical and communication skills in order to maintain a safe reliable and comfortable healthcare environment. |
| 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. |
| Technician I and II | 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 |
|------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Finance Director | 4+ | Directs the activities of the Finance and Accounting department. Uses constructive leadership skills to assist the department in fulfilling the hospital's mission and meet established annual and long term objectives. Assists with the overall financial operations of BRMH, including accounting, budget, year-end audit preparation, forecasting, cost report preparation, preparation of the annual operating budget and other financial planning activities within the organization, including management, direction and leadership of the Finance department (general ledger, accounts payable, reimbursement, and budgeting). Responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. Is responsible to ensure that work is properly allocated and completed in a timely and accurate manner. |
| Accounting Clerk | 2+ | Performs a variety of clerical accounting work. Responsible for the payment process, 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+ | Performs a wide variety of advanced clerical accounting work. Responsible for complex accounting activities such as preparing financial statements, balancing various accounts, preparing assigned journal entries, performing various analyses, and assisting in preparing assigned tax and regulatory reports. |

HOME-BASED SERVICES AND SUPPLIES

| 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 Homecare/Hospice departments. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives. |
| 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. |
| Intake Nurse | 2+ | Responsible for coordination of all referrals. Completes necessary screening of referrals and performs insurance authorizations and updates. Assigns assessments and assists with hospital discharge planning of homecare/hospice patients. |
| 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. |
| 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/ Support Care Worker | High School Diploma | Provides assistance with activities of daily living and housekeeping. Assists with personal care services. |
| LPN | 2+ | Provides supportive services, direct and indirect patient care, organizes and coordinates efficient delivery of care. |
| Biller | High School Diploma | Processes billing for Homecare/Hospice/DME Programs in a timely and accurate manner by performing the following duties. |
| Home Health Aide | High School Diploma | Provides and/or assists with personal care services for Hospice patients and families. |
| 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. |
| 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. |

HOME-BASED SERVICES AND SUPPLIES (con't)

| POSITION TITLE | YEARS BEYOND HIGH SCHOOL | POSITION DESCRIPTION |
|------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Physical Therapist | 4+ | Plans, evaluates, and administers physical therapy treatment to patients within the scope of their licensure. |
| Physical Therapist Assistant | 2+ | Provides appropriate therapy under the direction and supervision of the physical therapist and within the scope of their licensure. |



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. Responsible for total rewards, talent assessment and acquisition, HR planning and communications. Analyzes, classifies, and evaluates jobs. |
| Human Resources Generalist | 2+ | Plays a pivotal role on the HR team by providing expert and detailed process administration, compliance and reporting in the areas of benefits, retention, and regulatory/compliance reporting and processes. |
| Human Resources Specialist – HRIS and Performance Management | 2+ | Coordinate HRIS and Payroll. Provides assistance with human resource regulatory requirements, and all other employee programs. |
| Human Resources Specialist – Recruitment and Recognition | 2+ | Coordinates Recruitment and Recognition. Provides assistance with human resource regulatory requirements, and all other employee programs. |

With over 350 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

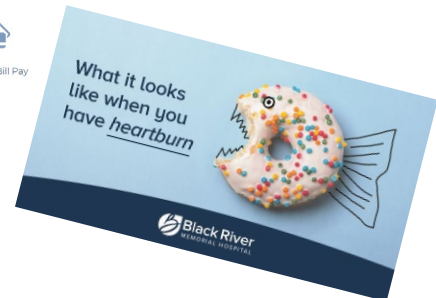
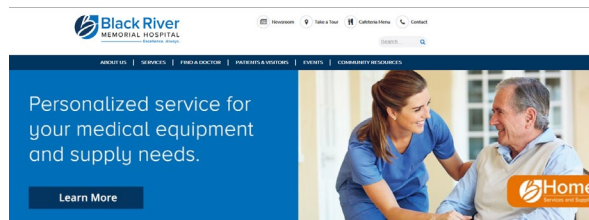
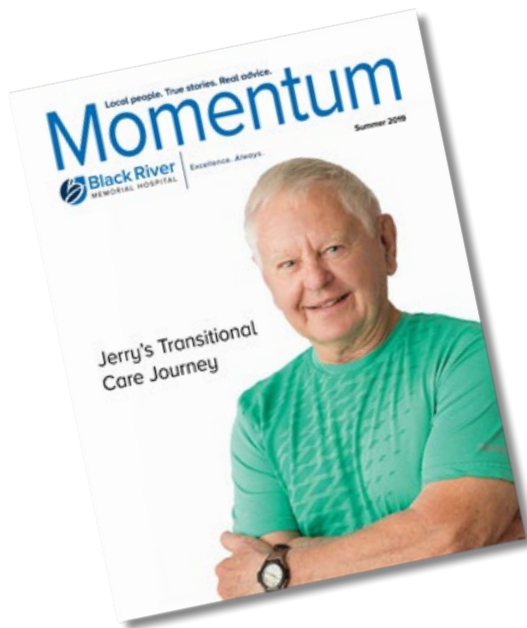
| POSITION TITLE | YEARS BEYOND HIGH SCHOOL | POSITION DESCRIPTION |
|--------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
| Unit Coordinator | High School Diploma + Phlebotomy Certificate | Responsible for the collection and processing of specimens, clerical and secretarial tasks, cleaning and routine maintenance. |
| Lab Assistant | 1+ | Collects and processes specimens and performs clerical and secretarial tasks, cleaning and routine maintenance for the laboratory department. Responsible for maintaining phlebotomy trays, receiving and logging specimens and replenishing and updating supplies. |
| Phlebotomist | 1+ | Works under the supervision of a Phlebotomy Manager and a Phlebotomy Lead and performs laboratory specimen collection consistent with company policies and maintains assigned areas in sanitary conditions. |
| Lab Patient Care Coordinator | 4+ | Assists with responsibility for planning, organization and delivery of Laboratory services. This position is administratively responsible for the coordination, direction, implementation and evaluation of assigned service |

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 Director. Maintains departmental files, assists with coordination internal and external communications. Coordinates internet and social media efforts. |
| Internet Marketing Assistant | 1 or less | Responsible for the implementation of marketing tactics that sustain and strengthen marketing strategies for BRMH. Reporting to the Marketing Director, the Marketing Specialist provides comprehensive support and assistance with day-to-day activities, exercising independent judgement and creativity. In addition, the specialist will provide project support for others as needed. |
| Community Relations Coordinator | 2+ | Represents Black River Memorial Hospital to the community at large through development and maintenance of relationships with key community organizations, agencies, and community partners. Designs and implements community health needs assessments and coordinates community benefits reporting. |



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. |
| Emergency Room Technician | Certificate | Provides supportive services and direct and indirect patient care. Organizes and coordinates efficient delivery of care under the supervision of registered nurse. |
| 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 Processing Technician | Certificate | Assists with care of patients in the operating room under the direct supervision of the operating room registered nurse. |
| Patient Care Technician – Health Unit Coordinator | Certificate | Provides supportive services and direct and indirect patient care. Organizes and coordinates efficient delivery of care under the supervision of a Registered Nurse. Performs as part of the nursing team in non-clinical tasks and coordinates activities of the unit. |
| 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. |
| Transition Care Nurse | 2+ | 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. |

NURSING

| Emergency & Urgent Care Department | Obstetrical 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. |
| Medical/Surgical Department | Surgical Services Department |
| 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 | 4+ | 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. |
| 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. |
| Mindfulness Instructor | 2+ | Assist in providing mindfulness instruction to staff and the community. |

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 | Focus on placing order, customer service, and maintaining the integrity of the computerized inventory and Purchasing systems. Processes purchase order of both inventory and non-inventory supplies as directed by the Purchasing Director. |
| Purchasing Assistant | High School Diploma | Focus on placing orders, invoicing, customer service, and maintaining the integrity of the computerized inventory and Purchasing Management systems. Works with internal customers and vendors to match department. |

QUALITY

| POSITION TITLE | YEARS BEYOND HIGH SCHOOL | POSITION DESCRIPTION |
|----------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quality Director | 4 + | Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the Quality department. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives. 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. |
| Infection Prevention Nurse | 4+ | Meets patients, personnel and organizational needs by leading, planning, organizing and controlling activities regarding Infection Prevention (IP) and manages all aspects of the program. Provides leadership, vision, development and implementation of infection prevention goals for the organization. |
| Medical Staff Specialist | 2+ | Performs a variety of highly skilled, complex, frequently confidential, technical and administrative functions for the Quality Director (Director of Medical Staff Credentialing), Medical Staff Coordinator, and Medical Staff. |
| Quality Analyst | 2+ | Performs a variety of highly skilled, complex, frequently confidential, technical, clerical, logistical and analytical reporting for the Quality Department. The role assures the continual readiness with Joint Commission and CMS standards and assists with planning, coordinating, and implementing the quality management and quality improvement programs for healthcare at BRMH. |

PHYSICAL MEDICINE AND REHABILITATION

(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. |
| 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. |
| Occupational Health and Wellness Coordinator | 4 | Under the direction of the Occupational Health and Wellness Director, provides recommendations in overall program development. Communicates between entities for the operation and management of the joint program. Represents BRMH Occupational Health Services (OHS) in all activities pertaining to the occupational health service line. Assist in coordinating, planning, implementing occupational health and wellness services for area employers to achieve organizational goals and objectives while ensuring compliance with applicable federal and state regulations. |
| Rehabilitation, Occupational Health and Wellness-Medical Assistant | Certificate | Performs multiple duties, serving as Medical Assistant to the Occupational Health Medical Director and associated clinical providers, phlebotomy tech, and occupational health laboratory service coordinator. |

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 Department by performing clerical duties. Assists members of the respiratory staff maintain records, prepare forms, verify information, and prepare simple reports. Answers telephone, interviews and screens callers, and receives and directs mail/email. |



REVENUE CYCLE

| POSITION TITLE | YEARS BEYOND HIGH SCHOOL | POSITION DESCRIPTION |
|--------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Revenue Cycle Director | 2+ | Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the revenue cycle department. Oversees cashiering, switchboard, patient billing, |
| 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 Clerk | 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 Advocate | High School Diploma | Works with self-pay accounts to facilitate timely payment, minimize bad debt, identify past due accounts and takes appropriate action. |
| 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. |
| HIM Clerk | High School Diploma | Compiles and maintains medical records of patients within the health information system by performing the following duties under the direction of the department director. |
| Medical Coder | 2 | Under direct supervision of the Revenue Cycle Director, responsible for diagnosis and procedure coding for claims processing, data retrieval and analysis. |
| 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. |
| Healthcare Documentation Specialist | High School Diploma | Monitors documentation in the electronic health record to ensure accuracy, integrity and completeness of the record. Under the direction of the department director, partners with clinicians to ensure accurate and complete documentation by providing feedback on potential issues and errors identified. |
| Fiscal Services Assistant | High School Diploma | Answers facility incoming telephone calls and directs to appropriate personnel or department. Assists department with clerical duties as needed. |
| Revenue Cycle Representative | High School Diploma | Assists in all areas of revenue cycle as assigned. Processes patient accounts, performs data entry, registers patients and performs switchboard operations. |
| Release of Information Clerk | High School Diploma | Safeguards and protects patient's rights to privacy by ensuring that only authorized individuals have access to the patient's medical information and that all releases of information are in compliance with the request, authorization, company policy and HIPAA statues by performing the following duties under the direction of the department director. |
| Pre-Authorization Specialist | High School Diploma | Works with various providers, departments and insurance companies to facilitate pre-authorization and insurance benefit processes. |

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 Volunteer 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.



Black River Memorial Hospital is an equal opportunity employer. For more information:
 Human Resources Department
 Black River Memorial Hospital
 711 West Adams Street
 Black River Falls, WI 54615
(715) 284-3641 | www.brmh.net