Cooper County Memorial Hospital & Clinics

Current Employment Opportunities as of March 15, 2017

Please submit an application to Human Resources or Cashier Office. CCMH posts all open positions for a minimum of 10 calendar days. Once the posting period has been met, the department may fill the position at any time. You may view the current listing by visiting our website at www.coopercountymemorialhospital.org.

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Nurse Practitioner
Vacancy #: 641 Shifts: Full-time Dept: Emergency Department # of Hrs/Week: 39 Salary Range: Varies w/experience
Responsibilities: Treats patients in Emergency Department to ensure proper injury care and disease diagnosis, treatment, and recovery.
Qualifications: Requires a degree in medicine from an accredited school and a valid Missouri Nurse Practitioner License. 1-2 years of Emergency Department experience preferred. Ability to provide direct care in a kind and compassionate manner, and maintain positive relationships with patients and staff.

Primary Care Physician
Vacancy #: 727 Shifts: Full-time Dept: Rural Health Clinic # of Hrs/Week: 40+ Salary Range: Varies w/experience
Responsibilities: Provide comprehensive care for all ages. Diagnose and treat acute illnesses and effectively manage chronic medical problems in various settings as assigned. Work constructively and collaboratively in attaining high standards of health care in the community.
Qualifications: Ability to maintain positive public relations. Able to provide direct care in a kind and compassionate manner. A degree in medicine from an accredited school and licensed in the State of Missouri.

Registered Nurse – Emergency Department
Vacancy #: 739 Shifts: 7p-7a Dept: Emergency Department # of Hrs/Week: 36 Salary Range: Varies w/experience
Responsibilities: Provides skilled nursing care to ER patients and supervises the care of other employees in the Emergency Department.
Qualifications: Graduation from an accredited school of nursing – BSN/ADN required, and a current Missouri license as a Registered Nurse. Must have at least two years RN experience in an acute care setting and previous experience as an acute health care nurse in a rural setting is preferred. Ability to work with patients and professional staff under stressful conditions. Department prefers current ACLS certification, TNCC and ENPC certification.

Physical Therapist
Vacancy #: 749 Shifts: PRN (As Needed) Dept: Outpatient Therapy # of Hrs/Week: Varies Salary Range: Varies w/experience
Responsibilities: Provides physical therapy in a hospital outpatient setting.
Qualifications: Candidates must have completed training in accordance with the minimum essentials for physical therapy schools as prescribed by the Council on Medical Education & Hospitals of the American Medical Association. Must be a graduate from an AMA-APTA approved school of Physical Therapy and hold a current State of Missouri license as a Physical Therapist. Current CPR certification is required. Must be competent in outpatient therapy – modalities, post op rehab, functional reporting.
Registered Nurse – Emergency Department

Vacancy #: 755  Shifts: 7a-7p  Dept: Emergency Department  # of Hrs/Week: 36 (Full-time)  Salary Range: Varies w/experience

Responsibilities: Provides skilled nursing care to ER patients and supervises the care of other employees in the Emergency Department.

Qualifications: Graduation from an accredited school of nursing – BSN/ADN required, and a current Missouri license as a Registered Nurse. Must have at least two years RN experience in an acute care setting and previous experience as an acute health care nurse in a rural setting is preferred. Ability to work with patients and professional staff under stressful conditions. Department prefers current ACLS certification, TNCC and ENPC certification.

Information Technology Application Support Analyst

Vacancy #: 757  Shifts: 8am-4:30pm  Dept: Information Technology  # of Hrs/Week: 40  Salary Range: Varies w/experience

Responsibilities: Information Technology Application Support Analyst is responsible for the deployment and management of data. Directs IT resources in a manner that best supports the hospital’s business goals. Information Technology Application Support Analyst provides application maintenance and support to the organization.

Qualifications: Bachelor’s degree in IT. Hardware Maintenance and Contracts. At least 2 years of progressive experience in managing functions and departments dealing with information handling, work flow and systems. Ensures that hospital information systems operate according to internal standards, external accrediting agency standards, and legal requirements.

Chief Nursing Officer

Vacancy #: 714  Shifts: Full-time  Dept: Nursing Administration  # of Hrs/Week: 40+  Salary Range: Varies w/experience

Responsibilities: Responsible of integrating the strategic plan of the organization with the clinical departments. Provides management oversight for the development of high quality, cost effective and integrated clinical services throughout the hospital services. Advises medical staff, department heads, and the senior management team in matters related to patient care services.

Qualifications: Masters Degree in Nursing, Health Care Administration, Business Administration, or the equivalent preferred. Registered nurse in the State of Missouri. Minimum 3 years of nursing leadership in an acute care hospital or health system required.

C.N.A

Vacancy #: 783  Shifts: Varied  Dept: Med/Surg  # of Hrs/Week: PRN (As Needed)  Salary Range: Varies w/experience

Responsibilities: Assists licensed nursing staff by performing nursing and related patient care tasks as assigned.

Qualifications: A high school diploma or equivalent GED and current certification with the Missouri League of Nursing Home Administrators, Inc. as a Nurse Assistant for a Long Term Care Facility is required. Experience on a Med/Surg Unit preferred. Current CPR certification and at least one year's experience in providing care for others in a health care setting - hospital, nursing home or home care is preferred. Applicants must be flexible, punctual, work their schedule as posted, be committed to quality patient care, able and willing to rotate shifts and hospital units, and perform basic nursing assistance functions as outlined in the facility's clinical policy and procedures.

Registration Clerk

Vacancy #: 788  Shifts: Varied – Part-time  Dept: Registration  # of Hrs/Week: 16 – 20  Salary Range: Varies w/experience

Responsibilities: Registration of patients, insurance verification, scanning of charts, collection of copays, verification of patient information, answering phones and filing orders.

Qualifications: A high school diploma or equivalent GED. At least two years of clerical and/or customer service experience is necessary. Previous health care experience is preferred. Ability to establish and maintain effective relationships with patients, visitors, physicians, staff and other persons contacted in the course of work under periods of high stress. Must have the ability to enter data into computer. Previous computer experience is preferred. Ability to keep pace with a high volume of patients while performing multiple, sometimes complex tasks is necessary.
Chief Executive Officer

Vacancy #: 797  Shifts: Salaried Position  Dept: Administration  # of Hrs/Week: 40+  Salary Range: Varies w/experience

Responsibilities: Chief Executive Officer (CEO) is responsible for the management of all staff members either directly or through delegation to subordinate managers. CEO reports directly to the Board of Trustees for Cooper County Memorial Hospital. CEO continually assesses market and consumer needs and works with the Board of Trustees in the development, adoption, and continual review of the organization's mission, goals, plans, and strategies to ensure the organization maintains and enhances its position in meeting the health care needs of the service area. CEO advises the Board of Trustees on corporate policies and procedures; ensures needed Board policies and procedures are developed for Board approval and are effectively implemented throughout the organization. CEO ensures appropriate information and reports are prepared and submitted to the board in a timely fashion, to enable Board members to exercise their oversight responsibilities. CEO identifies issues, concerns, and problems relating to the achievement of the organization's vision, mission, values, goals, and objectives, and develops alternative solutions for Board consideration and adoption. CEO assists the board in defining its development needs and takes responsibility, with Board advice and approval, for designing and implementing Board development programs and activities.

Qualifications: Minimum educational requirement of a Bachelor's degree. A Master's degree in Health Administration, Business Administration, Public Administration, Public Finance or equivalent is preferred. Effective leadership and personnel management skills. Ability to make effective oral presentations to both professional and community groups. Ability to write clearly and in accordance with generally accepted business communications standards. Knowledge of

Dietary Cook

Vacancy #: 796  Shifts: 6am-2pm /10:30am-7pm  Dept: Nutrition Services  # of Hrs/Week: 20  Salary Range: Varies w/experience

Responsibilities: Responsible for handling and preparing food following safety and sanitation regulations and departmental policies and procedures. Prepares food items that are palatable and appetizing while meeting meal schedules.

Qualifications: A high school diploma or equivalent GED. Applicants must have the ability to read, write, and follow verbal and written directions as well as have the ability to perform simple addition, subtraction, multiplication, and division. Applicants must also have demonstrable organizational skills and knowledge of the equivalent measuring system. ServSafe Certification preferred or able to acquire certification within six months of initial hire. Three or more years of experience in food production and service or the equivalent is preferred.
federal, state, and local laws and regulations relating to health care management and service delivery. Minimum of five (5) years’ experience in Health Care Administration, at least two of which were as a Chief Executive or in a top management capacity. Understanding of, and commitment to the problems of rural health care as evidenced by at least two years’ experience in rural health care service delivery.

LPN / Quality Capture
Vacancy #: 798  Shifts: Varies - 7a-7p / 7p-7a  Dept: Med/Surg  #of Hrs/Week: 36hrs / Full-time  Salary Range: Varies w/experience
Responsibilities: LPN / Quality Capture plans, organizes and administers direct nursing care under supervision of a Registered Nurse. LPN / Quality Capture shall perform audits as requested for charge capturing, charge accuracy, compliance, and other processes which affect charging and reimbursement along with quality data analytics.
Qualifications: LPN / Quality Capture is a graduate from an accredited LPN education and training course, a current Missouri license as a LPN, and successful completion of an approved course in IV fluid/medication administration is required. Applicants must be flexible, punctual, work their schedule as posted, be committed to quality patient care, able and willing to rotate shifts and hospital units, and perform basic licensed practical nursing functions as outlined in the facility's clinical policy and procedures manual. One year of experience as a LPN in an acute care setting, preferably in a rural area, and knowledge of hospital functions and services as well as current CPR certification, is preferred.

Poster/Biller
Vacancy #: 787  Shifts: M-F, 8:00a-4:30p  Dept: Revenue Cycle  #of Hrs/Week: 40  Salary Range: Varies w/experience
Responsibilities: Poster/Biller is responsible for posting EOBs and personal payments. Poster/Biller will bill secondary claims electronically and by paper claims.
Qualifications: A high school diploma or equivalent GED. Knowledge and experience with medical reimbursement, billing and collections processes are required. Six months experience posting EOBs is required. Experience with Meditech and Passport or other hospital and physician billing software is preferred. Must possess strong oral and written communication skills and have excellent customer service skills. At least six months of cash posting experience in a hospital or other health care setting is preferred. Experience with cashier operations (i.e. balancing, depositing and reconciliations) is preferred. A general knowledge of accounting principles and medical terminology, as well as strong mathematical skills is also preferred.