



College Medical Center
Employment Opportunities as of 8/11/2017

<i>Department</i>	<i>Job Title</i>	<i>Status/Shift</i>	<i>Qualifications</i>
<i>Access</i>	Intake Specialist	FT / PD Varied	B.S. or B.A. in psychology, social work or related field, or LVN or have a minimum of 3 years' experience working in an inpatient/outpatient psychiatric facility.
<i>Admitting</i>	Insurance Verifier	PD Days	1 year experience as an Insurance Verifier or in patient registration in a hospital setting Excellent telephone skills and the ability to speak, read and write English proficiently. Knowledge of basic computer skills, including Windows, basic Excel, and patient registration programs.
<i>BHU</i>	Behavioral Health Worker	FT Nights	Current BLS for healthcare provider card, current CPI certificate, or within 30 days of hire, High school diploma or G.E.D. preferred 1 year experience in assisting in the care of mental health patients in an acute inpatient setting preferred.
<i>BHU</i>	RN	PD/FT Nights/Days	Current CA RN license, BLS for healthcare provider card and current CPI certificate or within 30 days of entry to position. Minimum 1 year experience in acute psychiatric inpatient setting preferred.
<i>BHU</i>	LVN	PD/FT Days/ Nights	Current C.A. L.V.N. licensure, current BLS healthcare provider card, 1 plus years' experience in caring for mental health patients in an acute inpatient setting preferred. CPI within 30 days of hire.
<i>BHU</i>	Charge RN	PD/FT Days/Nights	Current CA RN license, Current BLS for healthcare provider card, Current CPI certificate or within 30 days. LPS Designation within LA county (or within 90 days) whereby certifying RN to assess for and write 5150's within CMC during scheduled shift (For FT RNs with 3 yrs. inpatient psych nursing experience).Minimum 1-year experience in acute human services area. Inpatient psychiatric experience preferred.
<i>BHU UR / Case Management</i>	Case Manager	FT Days	Current CA Nursing License RN/LVN. Current CPR BLS for healthcare provider's card upon hire. Two years previous clinical experience in acute care setting. Minimum one year experience as case manager in acute care setting. Demonstrate the knowledge and skills necessary in Case Management with an understanding of severity of illness and intensity service.
<i>BHU (Hawthorne)</i>	Discharge Planner	PD Days	B.S. Sociology / Psychology is required with a minimum of 1 year working in a behavioral health environment. Knowledge / experience of confidentiality and compliance with HIPAA regulations. Hospital experience preferred, with basic Microsoft computer and customer service skills appropriate to the job. CPR BLS for healthcare providers upon hire and CPI certification within 30 days of hire.
<i>BHU (Hawthorne)</i>	Behavioral Health Worker	FT / PD Days / Nights	Current BLS for healthcare provider card, current CPI certificate, or within 30 days of hire, High school diploma or G.E.D. preferred 1 year experience in assisting in the care of mental health patients in an acute inpatient setting preferred.
<i>BHU (Hawthorne)</i>	RN	FT/PD Days/Nights	Current CA RN license, BLS for healthcare provider card and current CPI certificate or within 30 days of entry to position. Minimum 1 year experience in acute psychiatric inpatient setting preferred
<i>BHU (Hawthorne)</i>	Charge Nurse	FT Nights	Current CA RN license, Current BLS for healthcare provider card, Current CPI certificate or within 30 days. LPS Designation within LA county (or within 90 days) whereby certifying RN to assess for and write 5150's within CMC during scheduled shift (For FT RNs with 3 yrs. inpatient psych nursing experience). Minimum 1-year experience in acute human services area. Inpatient psychiatric experience preferred.
<i>BHU (Hawthorne)</i>	LVN	FT Nights	Current C.A. L.V.N. licensure, current BLS healthcare provider card, 1 plus years' experience in caring for mental health patients in an acute inpatient setting preferred. CPI within 30 days of hire.
<i>Business Office</i>	Director of Business Office	FT Days	Minimum of five years' experience in hospital billing & collections; supervisory management experience. Extensive knowledge of commercial and government billing requirement. Computer experience with Window's based programs.
<i>Cardiopulmonary</i>	Echosonographer	PD Days	Registered Diagnostic Cardiac Sonographer (RDCS) from the American Registry for Diagnostic Medical Sonography (ARDMS) Graduate of accredited Cardiovascular Technician Program Minimum AS degree in cardiovascular technology or Graduate of an allied health occupations with an AS degree and 12 months full time Clinical Cardiac Ultrasound experience. Current CPR BLS for healthcare provider's card upon hire.
<i>Cardiopulmonary</i>	Respiratory Care Practitioner	PD Nights	Current California Respiratory Care Practitioner license / Graduate of an Accredited Respiratory Care Program. Requires one year experience as a respiratory care practitioner in an acute care setting. Current Registered Respiratory Therapist (RRT) credential with the National Board for Respiratory Care (NBRC) if a graduate after January 1, 2015. Current Certified Respiratory Therapist (CRT) if a graduate prior to January 1, 2015. Must have current CPR BLS for healthcare provider's card upon hire. Must obtain NPR, ACLS and PALS provider card within four months of employment.

<i>ER</i>	Charge Nurse	FT Varied	Current California RN license. Must have current CPR BLS for healthcare providers, ACLS, and PALS card upon hire. Must be CPI certified within 30 days of employment. 3 years of previous emergency nursing experience in an acute care facility.
<i>ER</i>	Unit Secretary	PD Nights	Minimum of 1 year ED clerical duties preferred. Current CPR BLS for healthcare provider upon hire. Must be CPI certified within 30 days of employment. Insurance knowledgeable. EMTALA transfer for high level knowledge. EMS knowledgeable (Diversion, MCI, etc.)
<i>ER</i>	ER Tech	PD Varied	At least 2 years of clinical experience in emergency nursing in an acute care facility preferred. Current California EMT License is option / preferred. Must have current CPR BLS for healthcare provider's card upon hire. Must complete CPI within 30 days of employment. Must complete EKG and phlebotomy training within probation period. Must be familiar with all aspects of emergency care and EMTALA regulations. Must be able to manage multiple activities in a busy patient care environment.
<i>ER</i>	RN	PD/PT Days/Nights	Current California RN license Must have current CPR BLS for healthcare providers, ACLS, and PALS provider cards upon hire. Must be CPI certified within 30 days of employment. One-year previous clinical experience in emergency nursing in an acute care facility preferred.
<i>ER</i>	LVN	PD Days/Nights	Current LVN license (IV certified) Current CPR BLS for healthcare provider and ACLS, and PALS provider card upon hire. Must be CPI certified within 30 days of employment. One-year previous clinical experience in emergency nursing in an acute care facility preferred.
<i>ED Registration</i>	ED Registration Specialist	FT/PD/PT Varied	CPR BLS for healthcare provider's card upon hire. CPI certified within 30 days of hire. Minimum of 1 year ER secretary duties. Insurance knowledgeable EMTALA transfer for high level knowledge. EMS knowledgeable (Diversion, MCI, etc.) Good communication skills; able to read, write and comprehend medical terminology. Ability to demonstrate the knowledge and skills necessary to perform clerical functions including use of computer and general office equipment.
<i>Guest Relations</i>	Guest Relations Specialist	PD Varied	A minimum of three (3) years' experience in a customer related field and 1 year Guest Relations experience as a PBX Operator or receptionist. Must have superior telephone skills and ability to work under pressure. Possesses the ability to multi-task and by extremely organized. Customer service oriented. Bi-lingual English/Spanish preferred.
<i>ICU</i>	RN	FT/PD/PT Days	Current California RN license. Must have current CPR BLS for healthcare providers and ACLS card upon hire. Must be CPI certified within 30 days of employment. One-year previous clinical experience in critical care nursing in an acute care hospital. Must possess excellent assessment skills, knowledge of ventilators, hemodynamics vasopressor drips, and EGK monitoring.
<i>Imaging</i>	Orderly – Transporter – File Room Clerk	PT Varied	One year acute care hospital experience preferred. Current CPR BLS for healthcare provider's card upon hire. Competence in computers and peripheral equipment required. Must be able to manage multiple activities in a busy office environment.
<i>Information Technology</i>	Clinical Informatics Analyst	FT/PD Varied	Minimum of 2 years of professional experience in healthcare (acute care and/or behavioral hospital experience preferred). Understanding of clinical and revenue cycle workflows. Recent build experience in Cerner Millennium. Knowledge of the Cerner revenue cycle modules (patient accounting, registration, scheduling and HIM) preferred. Strong analytical and problem solving skills. Effective interpersonal and communication skills. Exhibits competency in Microsoft Word and Microsoft Excel
<i>Laboratory</i>	CLS	PD Varied/Days	BS/BA degree in Medical Technology or related Biological Science. Current California Clinical Laboratory Scientist License ASCP Board of Registry preferred One (1) year experience in an acute care setting with multi-tasking skills Ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age served on the unit.
<i>Med/Sur</i>	RN	FT/PD Days/Nights	Current CA RN license. Current CPR BLS for healthcare provider's card upon hire Current ACLS provider card, preferred. One-year previous clinical experience in an acute care hospital preferred.
<i>Med/Sur</i>	CNA	FT/PT/PD Days/Nights	Current California Certification as a Nursing Assistant and CPR BLS for healthcare provider's card upon hire. One year nursing assistant experience in an acute care hospital. Ability to demonstrate the knowledge and skills necessary to assist patients with activities of daily living. Must be able to manage multiple activities on a busy patient care unit. CPI certification within 30 days of hire.
<i>Med/Sur</i>	Unit Secretary Tele Tech	PD Days/Nights	Telemetry monitoring course certificate and BLS for healthcare provider's card upon hire. Become CPI certified within 30 days of hire. 2 years' experience as telemetry technician in an acute care facility. Ability to demonstrate knowledge of cardiac rhythms, recognition of life threatening rhythms with appropriate intervention and notification
<i>Med/Sur</i>	Patient Safety Attendant (Sitter)	FT / PD Days/Nights	Current BLS for healthcare provider card, current CPI certificate (or obtained within 30 days of hire). One (1) year experience in assisting in the care of patients in an acute inpatient setting, preferred.
<i>Med/Sur</i>	Student Nurse	FT / PD Days	Completion of at least one semester of hands on clinical training in a Registered Nursing or Licensed Vocational Nursing program. Current enrollment in a nursing school or have graduated nursing school program within last 12 month. BLS for healthcare provider's card upon hire. Must be CPI certified within 30 days of hire.

<i>Med/SUR</i>	LVN	FT / PD Days / Nights	Current LVN license (IV certified). Current CPR BLS for healthcare provider upon hire. CPI certified within 30 days of employment. Obtain ACLS (Advance Cardiovascular Life Support) within 6 month of hiring. Minimum one year recent experience in an acute care hospital – preferred. Ability to demonstrate clinical judgments utilizing the partnership/ team concept including the RN. Demonstrate the knowledge of the principle of growth and development over the life span and while providing care needed by the patient population; identify each patient's age specific needs/ status through data collection and collaboration with the RN.
<i>Nursing Administration</i>	House Supervisor	PD Days	Current California R.N. lic. BLS, and ACLS cards upon hire. 3 to 5 years current experience as an Admin Supervisor in an acute care facility preferred. Become CPI certified within 30 days of hire. Demonstrates knowledge and skills necessary to oversee and direct personnel delivery direct patient care activities in multiple patient care settings.
<i>OR</i>	Peri-Anesthesia RN	PD Days	Must have a current CA RN license and CPR BLS for healthcare provider's card upon hire. Current ACLS provider card upon hire and one-year previous clinical experience in Peri-Anesthesia Care Nursing.
<i>P.H.P</i>	Mental Health Therapist	FT /PD Days	Licensed MFT, Social Worker, Psychologist or intern registered with the Board of Behavioral Services or a Psych. Assistant registered with the Board of Psychology. Prefer 2 years of clinical experience working with seriously mentally ill, developmentally disable and/or substance abuse clients. Current BLS for Healthcare Provider and De-escalation training within 30 days of hire.
<i>P.H.P.</i>	RN	PD Days	Current CA RN License, BLS for healthcare provider card upon hire and de-escalation training within 30 days of entry into position. Graduate of a school of nursing with degree/diploma in Nursing. Minimum of one year clinical experience in psychiatric nursing in an ambulatory or acute care setting.
<i>P.H.P (Hawthorne)</i>	Mental Health Therapist	PD Days	Must be a licensed MFT, Social Worker or Psychologist or have an intern number registered with the Board of Behavioral Services or a Psych. Assistant number registered with the Board of Psychology. Prefer 2 years of clinical experience working with seriously mentally ill, developmentally disable and/or substance abuse clients. Current BLS for Healthcare Provider and De-escalation training within 30 days of hire.
<i>Recreation Therapy</i>	Recreation Therapist	PD Days	Certified in Therapeutic Recreation discipline by California Board of Recreation and Park Certification. (CBRPC) or National Council for Therapeutic Recreation Certification. BS/BA degree in a related field. A minimum of 6 months experience in acute psychiatric setting preferred. Current BLS for healthcare provider card, current CPI certificate or within 30 days.
<i>Security (Hawthorne)</i>	Security Guard	PD Nights	One year experience as an on-site Security Officer preferred. Knowledge of general security functions and legal limitations. Demonstrates good verbal and written communication skills in English. Basic skills in physical restraint and self-defense. Current CA Guard card. Must have a current BLS for healthcare provider's card upon hire. Must complete CPI within 30 days of hire.
<i>Social Services (Hawthorne)</i>	Social Worker	FT Days	Must have a Master's Degree in Social Work, LCSW, MFT, or LFMT, Minimum of five years' experience in social services support to clients, preferably in a behavioral health care setting preferred. Ability to work collaboratively as part of the clinical team and in-depth knowledge of government entitlement programs and community resources, knowledge of Behavioral Health Issues. Current BLS for healthcare providers and CPI certificate within 30 days of hire.
<i>Speech Therapy</i>	Speech Therapist	FT Days	Current California State Licensure in Speech Pathology (as a Speech Pathologist). Current CPR BLS for Healthcare Provider Card. Membership in the American Speech Pathology Association (preferred). Master's degree from a college or school of speech/language pathology. 1 year Acute Care experience (preferred)
<i>Transportation</i>	Driver	FT/ Days	Must have a valid CA Driver License with good DMV record; must have Class B with passenger endorsement driver license permit upon hire and obtain license before expiration of permit. Current DOT physical. Must have BLS for Healthcare Providers upon hire. De-escalation training within 30 days of hire. Knowledge of area roads and freeways and an understanding of vehicle performance, maintenance and safety.
<i>Utilization Review</i>	Case Manager	FT/PD Days	Must have a Current CA Nursing License RN/LVN. Current CPR BLS for healthcare provider's card upon hire. Two years previous clinical experience in acute care setting. Minimum one year experience as case manager in acute care setting.
<i>Utilization Review</i>	Licensed Clinical Social Worker	FT Days	Current / active CA L.C.S.W. license with a Masters of Social Work degree. Current CPR BLS for healthcare provider's card upon hire. Minimum of two years L.C.S.W. clinical experience in an acute care setting.

CMC is an Equal Opportunity Employer

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Employees who have at least six months in their current positions may apply by contacting the Human Resources Department. Internal candidates must complete a transfer request form in Human Resources.