



College Medical Center
Employment Opportunities as of 01/18/2019

<i>Department</i>	<i>Job Title</i>	<i>Status/Shift</i>	<i>Qualifications</i>
<i>Access</i>	Intake Specialist	FT/PT Varied/Nights	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>	Admitting Supervisor	FT Days	Able to read and write English fluently. Bilingual preferred. Computer experience with Windows based program. Knowledge of medical terminology. Knowledge of all insurance types. High School graduate or equivalent. Minimum of two (2) years in Admitting / ER / Acute care experience in a supervisory role required.
<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>	BHU Manager	FT Days	Current licensure as an RN; BLS for Healthcare Providers and CPI within 30 days of employment. 3 years, experience or greater patient care experience to include at least 1 year of Psychiatry experience. 1 year of supervisory experience in a clinical setting required. Customer service abilities including effective listening skills. Critical thinking skills, decisive judgment and the ability to work with minimal supervision in a fast paced environment.
<i>BHU</i>	RN	FT 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 Triage	PD Days	Current CA LVN license. Two years of progressive proven clinical experience in an acute psychiatric and/or chemical dependency hospital. .
<i>BHU</i>	Charge RN	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</i>	BHW	FT Days	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 UR / Case Management</i>	Discharge Planner	FT Days	This position will provide clerical support to the Case Managers and Social Workers. B.S. Sociology / Psychology is required with a minimum of 1 year working in a behavioral health environment. Shall have knowledge and experience of confidentiality and compliance with HIPAA regulations. Skills/Knowledge/Ability: Medical or hospital experience preferred, basic Microsoft computer skills, ability to maintain a work pace appropriate to the workload and must demonstrate customer service skills appropriate to the job. CPR BLS for healthcare providers upon hire and CPI certification within 30 days of hire.
<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>	RN	FT 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>	LVN	FT/PD Days/Nights	Current L.P.T. or L.V.N. licensure, current BLS for healthcare provider card, current CPI certificate or within 30 days. 1 plus years' experience in caring for mental health patients in an acute inpatient setting preferred.
<i>BHU (South Campus)</i>	LVN	PD/FT Night	Current L.P.T. or L.V.N. licensure, current BLS for healthcare provider card, current CPI certificate or within 30 days. 1 plus years' experience in caring for mental health patients in an acute inpatient setting preferred.
<i>BHU (South Campus)</i>	RN	FT/PD Day/Night	Current CA RN license and BLS for healthcare provider card upon hire. Current CPI certificate or within 30 days of entry to position. Minimum 1 year experience in acute psychiatric inpatient setting preferred. Knowledge of the principles of growth and development over the life span and the ability to assess and interpret data, determine patient care requirements and deliver care relative to the patients' age specific needs. Knowledge of the principles and practices of psychiatric nursing.
<i>BHU (South Campus)</i>	BHW	FT/PD 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>Business Office</i>	Medi-Cal Government Biller	FT Days	2 years of recent Medi-Cal Billing experience - Acute Care Hospital Knowledge of medical terminology Understand UB04 claim form, CPT, HCPCS, ICD-9, and ICD-10 Codes Proficient with Microsoft Word and Excel computer applications High school diploma. Ability to deal effectively with patients, co-workers and other customers. Ability to work independently
<i>Managed Care/Commercial Acct Specialist</i>	FT Days		2 years of recent claims follow up and collections experience – Acute Care Hospital. Good written and verbal communication skills. Knowledge of medical terminology. Understand UB04 claim form, CPT, HCPCS, ICD-9, and ICD-10 Codes Proficient with Microsoft Word and Excel computer applications High school diploma. Ability to deal effectively with patients, co-workers and other customers. Ability to work independently
<i>Case Management</i>	Director of Case Management	FT	Bachelor's Degree in health related field, Master's degree preferred. LCSW, BSN, or MSN required. Case Management Certification –preferred Three years' experience in a leadership role in Case Management, Utilization Review or Social Services. Current CPR BLS for healthcare provider's card upon hire, CPI certification within 30 days of hire. Must be able to work in a fast paced environment to achieve project results; utilize independent decision making and critical thinking skills in a wide variety of situations. Requires a high degree of accuracy in the performance of varied responsibilities. Evidence of knowledge and skills necessary in Case Management with an understanding of level of care and medical necessity. Ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age served on the unit. Possess knowledge of growth and development over the life span.
<i>Case Manager Coordinator</i>	Case Manager	FT Days	High School Graduate or GED preferred. Current CPR BLS for healthcare provider's card upon hire. One year experience in an acute care hospital or related healthcare field preferred. Possesses skill set to provide clerical support to the Case Management Department. Possesses effective organizational skills to complete job duties in a timely and accurate manner. Possesses effective verbal and written communication skills to interact appropriately with providers, other departments in the hospital and outside facilities/vendors. Knowledge of Medical terminology required. Computer literate with ability to use Microsoft Office applications required. Performs all job duties in a professional manner. Bilingual (English/Spanish) preferred. Ability to demonstrate knowledge and skills necessary to provide care appropriate to the age served on the unit. Possess knowledge of growth and development over the life span.
<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>ER</i>	RN	PD/FT 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>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
<i>ER</i>	PSA	FT/PD Days/Nights/Varied	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>ED Registration</i>	ED Registration Specialist	FT/PD 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>Facilities Technician</i>	Plant Operations	FT Varied	Some experience in all trades and maintenance experience is desired. 2-4 years of experience performing maintenance in Health Care facility preferred. Prolong periods of standing, walking, climbing ladders, stooping, and squatting. Good customer service skills. Must have good verbal and written skills in English. Must have a valid driver's license with clean driving record. Must satisfy all pre-employment screening requirements.
<i>Guest Relations</i>	Guest Relations Specialist	PD/PT 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 Nights	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>	Radiology Technologist	PD Varied	Current California State Certification License in Radiologic Technology (C.R.T). Current California State Certification License (Fluoroscopy). Current CPR BLS for healthcare provider's card upon hire. One year experience as a Radiology Technologist in an acute care hospital preferred.
<i>Imaging</i>	CT Technologist	PD Varied	Current California State Certification in Radiologic Technology (C.R.T). Current California State Certification License (Fluoroscopy). ARRT License in CT recommended. Venipuncture Certification required. Two years CT experience preferred.
<i>Lab</i>	CLS	PD/FT Varied	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. Possess knowledge of growth and development over the life span. Must be able to speak, read and write English
<i>Medical Surgical</i>	RN	PD/PT 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>Medical Surgical</i>	CNA	PT/FT/PD Nights/Day	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>Medical Surgical</i>	Unit Secretary Tele Tech	PD/FT 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>Medical Surgical</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>Medical Surgical</i>	LVN	FT/PD Day/Night	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. Must be able to speak, read and write English.
<i>Medical Surgical</i>	Student Nurse	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 employment. 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. Ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age served on the unit. Possess knowledge of growth and development over the life span.
<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>OR Surgery</i>	RN	FT/PD Varied	Current CA RN license. Current CPR BLS for healthcare provider's card upon hire. Current ACLS provider card upon hire. One-year previous clinical experience in Operating Room Nursing.
<i>P.H.P</i>	Mental Health Therapist	FT/PD/PT 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	FT/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.</i>	Unit Secretary	FT/PD Days	Ability to read, writes, and comprehends basic medical terminology. Basic computer skills. Courteous and empathetic interactions with patients and family members on the telephone and in person. Current BLS for Healthcare providers upon hire.
<i>P.H.P Hawthorne</i>	Mental Health Therapist	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>Physical Therapy</i>	Physical Therapy Assistant	PD Days/Varied	Current CA PTA License. Current CPR BLS for healthcare provider's card upon hire. Graduate of an A.P.T.A. accredited program for Physical Therapy Assistant. Preferred 1 year acute care experience.
<i>Recreation Therapy (Hawthorne)</i>	Recreation Therapist	FT/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>Recreation Therapy (South Campus)</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>Recreation Therapy (South Campus)</i>	Recreation Therapy Aide	PT Days	Eligible to be certified in Therapeutic Recreation discipline by California Board of Recreation and Park Certification. (CBRPC) or National Council for Therapeutic Recreation Certification within a years' time. High School diploma or GED required, AA in Recreation and Leisure studies. Possible goal to obtain BS/BA degree in Therapeutic Recreation, Art or Music Therapy. Minimum of 6 months experience in acute psychiatric setting preferred. Current BLS for healthcare provider card, current CPI certificate or within 30 days.
<i>Speech Therapy</i>	Speech Therapist	PT 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>Security (Hawthorne)</i>	Security Officer	FT Varied	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 within 30 days of hire. Must complete CPI within 30 days of hire.
<i>Security (South Campus)</i>	Security Officer	FT Varied	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 within 30 days of hire. Must complete CPI within 30 days of hire.
<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.
<i>Utilization Review</i>	Case Manager	PD/FT 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. 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. Demonstrates clinical knowledge and skills as a Social Worker that includes effective patient/family counseling, assessment of discharge planning needs with effective coordination of community resources.

CMC is an Equal Opportunity Employer

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Contact Number: 562-997-2000

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.