

**EMPLOYMENT OPPORTUNITIES**

**June 29, 2015**

<b>Department</b>	<b>Position</b>	<b>Status</b>	<b>Minimum Requirements</b>
ADMITTING	Admitting Rep.	Per Diem	Current BLS (CPR) certification required. Minimum of one year experience in a Hospital setting. Excellent communication skills and computer skills. Bilingual English/Spanish or English/Chinese preferred.
ADMINISTRATION	Compliance Officer	Full Time	The Corporate Compliance Officer oversees the Corporate Compliance Program functioning as an objective body that reviews, promotes and evaluates compliance issues/concerns within Pacific Alliance Medical Center (PAMC). The position ensures the Board of Directors, management and employees that PAMC achieves consistently high levels of compliance with all laws and regulations while supporting the growth of PAMC. Also, the position ensures that PAMC's policies and procedures are being followed and that behavior in the organization meets PAMC's Code of Conduct.
DIETARY	Dishwasher/Food Service Worker	Per Diem	Food Handlers Certification preferred. Previous food service and cashiering experience in a hospital setting preferred. Will be responsible for a variety of service and support functions in the kitchen and may be assigned to any or all workstations including tray line, dishwashing, cold food production line and cashiering, other duties as assigned.
DIETARY	Cook	Per Diem	One year experience in quantity cooking in Hospital or Health Care Food Service. Must be able to read, write, understand, and communicate written and verbal instruction. Able to comprehend menus and follow recipes accurately. Will manage the meal preparation for patient tray service, cafeteria and all special food function. Share the responsibility of ordering, receiving and storing food and supplies and for maintaining the department in a sanitary, safe and orderly condition.
CARDIOPULMONARY	EKG Technician	Per Diem	BCLS certification required. One year EKG experience in a hospital setting required. Knowledgeable in Medical Terminology, cardiac physiology--and anatomy preferred. Bilingual English/Spanish or English/Chinese helpful
CARDIOPULMONARY	Respiratory Care Practitioner	Per Diem	BCLS, ACLS, NRP training and certification required. One year Acute Hospital Care experience required. Licensed by the State of CA and Registered or Certified by the National Board for Respiratory Care required. Provides direct and/or indirect care and services to patients with cardiopulmonary associated disorders in accordance with specific physician's orders, and the department policies and procedures. Bilingual English/Spanish or English/Chinese helpful

## EMPLOYMENT OPPORTUNITIES

June 29, 2015

DOWNTOWN COORDINATED CARE CENTER	Medical Assistant	Full Time	One year experience in both front and back office and phlebotomy procedures. Graduate from an accredited Medical Assistant program, current BLS certification. Will greet, schedule and assist patients, answer incoming phone calls, obtain medical insurance information, verify patient information, general office duties, prepare examination room and assist physician with the exams, administer selected medications, take and document patient vital signs, other duties as assigned.
HUMAN RESOURCES	Recruitment Coordinator	Full Time	Six months experience in a human resources environment; two to three years recruitment experience in a healthcare setting preferred. Bachelor's degree or equivalent education helpful. Must be familiar with the hospital organization, functions of various departments; current personnel practices and techniques. Excellent communication skills to interact with hospital staff and the public. Responsible for recruiting, interviewing and recommending placement of candidates for non-nursing to include ancillary staff, Management, and clerical positions from internal and external sources.
LABORATORY	CLS	Full Time Per Diem	Current California CLS certification required. Two years CLS experience in a clinical laboratory with one year in a hospital laboratory setting preferred. Must meet personnel requirements as defined by CLIA Will perform daily/shift operational functions and quality control/assurance of all general technical sections/POCT, Phlebotomy, & Microbiology and perform a variety of standardized tests and procedures and coordinates workflow. Other duties as assigned.
MATERIELS MANAGEMENT	Medical Buyer	Full Time	High School Diploma or Equivalent Minimum of three (3) years Materiels Management experience in a hospital setting preferred. Under the direction of the Director the Buyer will coordinate the department's daily workflow, will maintain proper filing of all documents, perform specific data entry, and coordinate the purchasing process. Manage and perform all order placements and ensures the prompt delivery of all Materials to all Departments. Other duties as assigned.
MEDICAL STAFF	Medical Staff Assistant	Part Time (20 hours per week)	One (1) year previous experience in a Medical Staff office preferred. Associates Degree preferred Computer Literate (MS Office Word, Excel, PowerPoint, Photoshop). Excellent Written and Verbal Communication Skills and good telephone etiquette Ability to work in a fast-paced environment and able to work independently Excellent Customer Service. Will provide secretarial services in the Medical Staff Office relative to Medical Staff Meetings, correspondence and functions and maintains the tracking systems for information access and retrieval.

## EMPLOYMENT OPPORTUNITIES

**June 29, 2015**

MIS	MEDITECH Financial Analyst	Full Time	Minimum of two years MEDITECH Financial and Administrative applications experience. Kronos experience is preferable, especially as an administrator or super user. Any programming or database experience is useful but not required. This position will report to the Information Systems Department and supports all MEDITECH Administrative and Financial Applications
PATIENT ACCOUNTING	Medical Group Specialist	Full Time	High School Diploma or Equivalent Minimum of five (5) years previous hospital or physician office experience preferred. Must be a certified coder with hands on experience in ICD-9, HCPC, DRG, and CPT coding. Working knowledge of Managed Care billing and collection concepts. Interacts with the Clinic Staff and Physicians to insure appropriate billing is being captured through the Athena system. Oversee that charges are accurately billed and coded for 3 clinics, and thorough collection efforts are made for services rendered to patients/customers. Other duties as assigned.
PHARMACY	Pharmacy Tech.	Part Time	Current Pharmacy Technician certification required One year recent experience in an acute hospital setting preferred. Will assist Pharmacists in preparing distributing drugs, maintaining the drug inventory and maintenance of records. Assists in ordering, receiving, unpacking and storing pharmaceutical's and supplies in appropriate locations and other duties as assigned.
SECURITY	Security Officer	Per Diem Varied Shifts	Current California Guard Card One year recent experience in the field of Security in a hospital setting preferred. Must possess excellent customer service and communication skills. Responsible for protecting the life and property of all persons on PAMC premises. Will patrol hospital buildings and grounds in order to prevent fire, theft and vandalism. Other duties as assigned.
TRANSPORTATION	Clerk	Full Time	One year recent experience in a Medical Office setting preferred. Computer experience, able to type 35-45 wpm, Meditech experience helpful. Excellent customer service skills to interact with the public and hospital staff. Will obtain and verify patient information, answers incoming phone calls and maintains records on all calls, coordinate transportation for patients, assemble and maintain data, files and material for department reports. Other duties as assigned.

Pacific Alliance Medical Center is committed to hiring individuals based on qualifications, without regard to race, creed, color, religion, age, national origin, sex, and marital status, physical or mental handicaps.

**For Nursing Positions please contact Natalie Kast at 213-572-2086**  
**For all other Positions please contact Human Resources at 213-437-4284**