

SPENCER MUNICIPAL HOSPITAL
1200 1ST AVE. EAST
SPENCER, IA 51301
Phone: 264-6205 – Human Resources

EMPLOYMENT OPPORTUNITIES

Spencer Municipal Hospital has the following employment opportunities:

REGISTERED NURSE POSITIONS

Requirements: Current IA RN license, BLS. ACLS. Experience preferred.
Salary range \$18.00 – \$24.25 dependant upon experience.

- **EMERGENCY DEPARTMENT** – Temporary Weekend Package (Friday, Saturday, Sunday) evening/night rotation. IA licensure. BLS, ACLS, 1 year Med/Surg or critical care experience. TNCC and ENPC preferred.
- **SAME DAY SURGERY** PRN, as needed. IA licensure. ACLS or upon hire.

NON-NURSING POSITIONS

- **CARDIO-PULMONARY DIRECTOR** FT, 80 hrs/pp. Bachelor's degree, previous cardio-pulmonary, EKG, EEG and respiratory therapy experience with all aspects of patient care – minimum 4 yrs supervisory experience preferred. RT, RN, or other clinical education/experience preferred. BLS.
- **EMT – PARAMEDIC SPECIALIST** FT. 72 hrs/pp, day/night rotation. BLS, ACLS, PALS, PHTLS, 2 yrs. EMS experience on a hospital based service.
- **WARDCLERK/C.N.A.** PRN, as needed. HS diploma or equivalent, BLS or upon hire. C.N.A. certification on Iowa Nurse Aide registry. Good computer, telephone, customer service skills. Medical terminology a plus. Prefer 1 year hospital experience.
- **C.N.A.** PRN, as needed. H.S. diploma or equivalent, BLS or upon hire. C.N.A. certification. Prefer 1 year of hospital experience.
- **HOME CARE AIDE**, PRN, as needed. C.N.A., valid driver's license, car insurance. BLS. 2 yrs care giving experience preferred.
- **SURGICAL TECHNOLOGIST** Full-time. 72-80 hrs/pp. M-F. Call after hours, weekend & holiday. Graduate of Surgical Tech Program or at least 1 yr. surgical tech experience. Excellent communication and organizational skills. Able to work independently as well as in a team setting. High level of concentration and be detail oriented.
- **HELP DESK SUPPORT TECH** Full-time. 80 hrs/pp. Monday – Friday. 8a– 4:30p. Must be able to work on a variety of technical support issues including: understanding networks, MS Office, printers and workstations. Must be able to document and have great interpersonal skills, phone skills, customer support skills and be a team player.
- **NETWORK COORDINATOR** Full-time in Information Technology Center. 80 hrs/pp. 8a-4:30p. Manage network in regards to its architecture, hardware, software, security & infrastructure. Support design & implement current and future network needs. MCSE preferred. BS in

Computer Science or equal work experience required. Proficient in communication, documentation and invite a team environment.

- **DIAGNOSTIC IMAGING SCHEDULER** Full-time. M-F, 9a – 5:30p. Medical office technology program or medical assistant training/experience. Medical terminology, coding, scheduling with background in DI, x-ray, radiology.
- **SECURITY OFFICER/SKILLED MAINTENANCE** Full-time. Rotating shifts. Must have law enforcement or security background and maintenance experience. Able to operate bobcat, hand tools, and have a valid driver's license.
- **IMMUNIZATION CLINIC CLERK** Part-time. M-F. 64 hrs/pp. HS diploma or equivalent. Typing & computer literacy required. Effective written & oral communication skills. Able to work independently and be detail oriented. Must be able to multi-task and prioritize workload. Medical office experience a plus.

BENEFITS OFFERED TO FULL-TIME AND PART-TIME EMPLOYEES:

- | | |
|-----------------------------------|----------------------------------|
| -Competitive Salary | -Pension Plan |
| -Higher start wage for experience | -Life Insurance |
| -Health Insurance | -Long-term/Short-term Disability |
| -BLS, ACLS & CEU Programs | -Hospital Discounts |
| -Tuition Assistance | -YMCA Discounts |
| -Paid Time Off | -Deferred Compensation |
| -Flex Spending Accounts | -Direct Deposit |

To apply, please submit a resume to:

Department of Human Resources
Spencer Municipal Hospital
1200 First Ave. East
Spencer, IA 51301
Fax (712) 264-6466
E-mail address: hr@spencerhospital.org
EOE

PRE-EMPLOYMENT DRUG SCREEN REQUIRED
