

Job Title:	Radiology (X-Ray) Technician
Reports To:	Clinical Director
FLSA Status:	Non-Exempt
Days/Hours of Work	A typical workweek is Monday – Friday, 7:30am – 4:00pm working an eight hour day with an unpaid meal break; as determined by the assigned clinic site hours. This position may be required to work flexible hours, overtime and rotational weekends.
Location	Escambia Community Clinics, Inc., X-Ray

Position Announcement

JOB PURPOSE

The primary role of a Radiology Technician (X-Ray Tech) is using medical imaging equipment to produce images of tissues, organs, bones, and vessels as ordered by Escambia Community Clinic, Inc. (ECC) providers.

ESSENTIAL FUNCTIONS

1. Produce images of tissues, organs bones and vessels using the ECC medical imaging equipment;
2. Adherence to strict safety procedures in the x-ray process;
3. Knowledgeable in all terminology related to radiography, anatomy, and pathology;
4. Present professional and respectful interpersonal skills;
5. Provide instructions, explain procedures and answer patient questions regarding the radiography procedures;
6. Must be able to communicate calmly, compassionately, and professionally with all different types of patients including the elderly, ailing, and handicapped;
7. Position patient for x-ray;
8. Determine patients' x-ray needs by reading instructions from physician;
9. Prepare equipment for use;
10. Prepare examination rooms for patient exams;
11. Position patients for imaging exams;
12. Monitor patients during exams;
13. Use appropriate equipment devices and patient-shielding techniques to minimize radiation exposure to patient and staff;
14. Process exposed radiographs using film processors or computer generated methods;
15. Document information in patient Electronic Health Records (EHR);
16. Report important information to the physician;
17. Ensure safety of patients during exams;
18. Produce diagnostic images of soft tissues;
19. Comply with all safety requirements and guidelines including infection control and OSHA standards;

20. Adhere to the ECC Standards of Conduct;
21. Communicate with clinical staff, Nurse Manager, Clinical Director and Information Technologies department any concerns, issues or changes specific to the radiology equipment;
22. Maintain required licensures and certifications appropriate to the position and performing the essential functions of the job;
23. Other tasks as needed to ensure the continued functioning of the organization.

SUPERVISION

Not Applicable

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Current certification appropriate to FL state for Radiology Technicians;
Experience and proficient with Electronic Health Records;
Current BLS for Health Care Providers.

PREFERRED QUALIFICATIONS

Associates Degree in Radiography from a licensed and certified school.

PROFESSIONAL ATTRIBUTES

Commitment to providing high quality healthcare to patients in underserved communities;
Flexibility;
Unquestioned integrity;
Ability to work effectively in a team environment;
An orientation and commitment to deadlines and details;
Decisive and exercises good judgment under pressure;
Ability to manage a diverse and demanding workload;
Ability to work in a fast-paced environment;
Must have the demonstrated ability to deal with highly confidential information.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge and experience of the care and treatment of patients and procedures that apply to a Radiology Technician professional;
Able to independently seek out resources and work collaboratively;
Able to communicate clearly with patients, families, visitors, healthcare team, physicians, administrators, leadership and others; able to teach patients and families in accordance with the documented plan of care;
Able to use sensory and cognitive functions to process and prioritize information, treatment, and follow-up;

Able to record activities and document interventions; Able to use computer and learn new software programs required to perform the essential functions of the position;
Proficient oral and written communication skills;
Ability to handle difficult situations tactfully;
Communicates with co-workers and various contacts in a courteous and professional manner;
Must be dependable;
Must be able to remain calm during busy times and be able to function efficiently under stress;
Demonstrates and applies organization and time management skills;
Pleasant, courteous and respectful mannerism and displays professional attitude on the telephone and with patients and co-workers.

WORKING ENVIRONMENT

This job performs in a community health clinic environment which means it is a fast paced clinic environment with diverse and sometimes difficult patients;
May receive direction from the Nurse Manager;
Hours of work as assigned and in accordance with clinic policy and need, this may require working overtime hours, holidays and weekends to ensure the continued and effective operation of the clinic;
There is exposure to blood, body tissue, and fluids with occasional exposure to hazardous and infectious disease(s);
Continuous exposure to latex, plastic and/or materials which are used for personal protective equipment;
Requires prolonged standing, walking and sitting;
May require working at other ECC service delivery site.

PHYSICAL REQUIREMENTS

Ability to move freely (standing, stooping, walking, bending, pushing and pulling) and lift up to a maximum of fifty (50) pounds without assistance;
Sitting, standing and walking more than 80% of the time;
Ability to bend and reach throughout the day to provide patient care.

EXPECTATIONS AND COMPETENCIES

Behave ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.

Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve problem.

Please express your interest in writing to Anges Rivers, Director of Clinical Operations at ariver@healthcarewithinreach.org.

Monday, September 21, 2020.