

Per Diem Cook

Chinese Hospital | San Francisco Bay Area

Department

Dietary

Reports to

Food and Nutrition Services Manager

Type

Per Diem

Requisition

12509

Position Summary

Prepare food for hospital's patients, staff and guests in accordance to the departmental and hospital policies, and local and state health regulations. Supervise the dietary staff in the performance of their duties. Maintain sanitation standards for food preparation and food storage. Prepare food and serve to patients, cafeteria and catering customers. Work on tray-line to assemble trays for patients according to tray card information and diet orders. Provide support to all fellow members of the FNS team.

Essential Duties and Responsibilities

- Performs simple calculations, reads, writes and communicates in Chinese and English at or equivalent to high school graduation level.
- Demonstrates the ability to use all necessary food service equipment, including dish machine, food processor and coffee urn.
- Demonstrates a working knowledge of food service sanitation. Uses acceptable techniques in handling and serving foods. Cleans the can opener after each use.
- Ensure food safety by observing the "Time & Temperature Food Safety" and that no potentially hazardous foods are kept at the dangerous temperature between 41 F to 135 F for a total of more than 2 hours.
- Responsible in maintaining a clean, organized department, including the cooking area, kitchen, cafeteria and storage area. Supervises staff in performing daily regular and special cleaning assignments.
- Observes all safety policies and procedures. Practices safe and injury free work habit, including proper lifting procedure.
- Understands and observes the hospital's operating policies & procedures.
- Observes and assists in the development of the FNS department's operating policies and procedures, all job descriptions, activity schedules, and cleaning schedules.

- Understands and observes the hospital's operating policies & procedures.
 - Assists in development and maintaining of the department's performance improvement (PI) program.
 - Responsible for the assigned daily PI data collection.
 - Understands all modified diets and be able to cook and serve accordingly.
 - Reviews menus, plans ahead, directs and monitors food preparation.
 - Assists in menu planning for patients, cafeteria and catering functions.
 - Directs and prepares food according to the production tallies, patient menus, cafeteria menu, and catering orders.
 - Supervises dietary aides in the preparation, serving, holding and storage of foods.
 - Responsible for checking all refrigerators every day to ensure that all left over foods are used or disposed of before the expiration date.
 - Uses "batch-cooking method" to prepare food to reduce over production and maintain food quality.
 - Coordinates food production to ensure that food will be ready as scheduled. Ensures that foods are served at proper temperature, has good appearance and maintains quality and nutritive values.
 - Ensures that hot foods are put onto the steamtable just prior to serving time.
 - Tastes food and adjusts seasoning accordingly. Consistently utilizes creativity and culinary knowledge to produce high quality foods.
 - Assists in the writing and updating of standardized recipes.
 - Ensures food quality by monitoring that standardized recipes are followed.
 - Maintains and monitors portion control on all food served, especially of food served to patients on modified therapeutic diets.
 - Assists in the development and monitoring of the weekly personnel schedule for optimal labor utilization.
 - Assists in the processing time cards if needed.
 - Supervises patient tray-line, cafeteria and catering services to ensure overall efficiency.
 - Responsible for food and supplies inventories and ordering.
 - Receives deliveries and directs storage to ensure quality and quantity.
 - Enforces all safety precautions and observes guidelines for hazardous material and waste disposal.
 - Enforces personal hygiene, wears hair protection, cleaned shoes and uniform.
 - Performs daily cafeteria sale consolidations with assigned dietary aide.
 - Directs all miscellaneous petty cash purchases.
 - Keep receipts of all petty cash purchases. Records all expenditures and maintains an up-to-date petty cash accounts.
 - Consults with FNS manager on matter of uncertainty.
 - Assumes the FNS manager's (administrative related) duties in his/her absence.
 - Complies with CHA Compliance Handbook including Code of Ethics and all statutes, regulations and guidelines applicable to federal and state programs.
- Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.
- Performs other duties as assigned.
 - Regularly communicates with and supervises each employee, provides guidance and assistance as needed. Demonstrates good rapport and cooperation.
 - Makes fair and uniform decision in dealing with dietary staff. Makes sound judgment based on facts and careful consideration.
 - Maintains a good working environment within the FNS department.
 - Maintains an appropriate relation with patients, guests, and hospital staff.

- Continuously strives for ideas to improve the operation of the department.
 - Able to respond to changes in workload, is creative, flexible and adaptive in all situations.
 - Sets a good model, recognizes as a qualified, competent and cooperative team leader.
 - Assists in the recruitment, orientation, and training of new employees.
- Recommends dietary staff for re-training and cross training.
- Conducts in-service education for dietary staff.
 - Maintains Food Safety Sanitation Certification.
 - Represents the hospital to attend job-related conference and workshops.
 - Ensures the FNS department's operations are in accordance with department's short and long-term goals.
 - Assists in developing and updating all the FNS department's job descriptions, daily activity schedules and cleaning assignment schedules.
 - Assists in employee counseling and developing performance evaluations.
 - Demonstrates a cost conscious attitude in the daily operation of the department i.e. avoids over-production of food, and minimizes energy waste.
 - Assist in processing and tabulating all dietary invoices at month end.
 - Assists in compiling patient, cafeteria and catering meal statistics to develop the monthly meal statistic report.
 - Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc.
 - Attend, actively participate and complete in-services, training classes, mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials.
 - Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
 - Communication – Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.
 - Accepts and performs other duties as assigned.

Qualifications

Required

- Bilingual- speaks Cantonese (or Toisan) and English, reads and writes both Chinese and English
 - Food Handler Certificate (within 30 days of hiring)
 - Ability to successfully pass pre-employment health screening requirement
 - Strong communication skills
 - Ability to take initiative, adapt to changing priorities, and work independently
 - Strong time management and prioritization skills
 - Ability to multi-task with a high level of efficiency and attention to detail
 - High School Diploma or GED
 - Previous healthcare food service cooking and supervisory experience preferred.
- Knowledge of (or ability to learn) the various therapeutic diets and meal patterns

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$24.28 – \$31.68 per year. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Radiologic Technologist II – Per Diem

Department

Radiology

Reports to

Radiology Manager

Type

Per Diem, Variable Shifts

Requisition

Position Summary

Perform radiological duties in compliance with radiology department and legal requirements. Help patients feel comfortable during the entire process.

Essential Duties and Responsibilities

- Prepare patients for radiological procedures and take X-rays following established procedures for patient care and safety.
- Prepares room, equipment, medicine and materials as needed for patient care and exams. Includes barium preparation, contrast media and other medications as needed.
- Prepares patient for radiology department procedures – explains procedures, patient transportation – including patient transfer from bed or exam table. Assists patients for proper positioning during and after procedures.
- Follows prescribed techniques in administering general and specific x-rays. Adjusts equipment, determines proper voltage, current and desired exposure time.
- Arranges immobilization and support devices to obtain proper position of patient for imaging.
- Knowledge of proper use of lead shielding.
- Protect patients, yourself and staff from radiation exposure by practicing sound procedures which meet or exceed recommended industry standards.
- Observes patient and equipment during procedure and reports unusual occurrences and records patient's condition.
- Perform portable x-ray exams at patient bedside, ER and surgery.
- Perform CARM procedures at patient bedside, ER and surgery
- Cleans and disinfects x-ray exam room and equipment.
- Develop and process digital radiographs.
- Obtain quality diagnostic radiographs as requested by Physician, PA, or NP.
- Maintain a x-ray repeat rate of two percent or less.
- Ensure that all equipment is in good working condition and in compliance with applicable laws and regulations.
- Report immediately any equipment malfunctions to Supervisor.
- Log completed radiological procedures. Complete paperwork accurately and on time.
- Identify and file reports as required.
- Maintain x-ray room, stock necessary radiological supplies.
- Daily check of crash cart and emergency trays in X-Ray rooms.
- Demonstrates good working relationships at all levels.
- Plans and utilizes work time efficiently.
- Communication skills with co-workers, nursing staff and physicians.
- Administer IV contrast when applicable.

- Request, retrieve and track files to and from other departments or centers.
- Makes suggestions to improve work methods.
- Trains new employees.
- Other duties may be assigned.
- Work assignments may include Weekday & Weekend (AM) Dayshift, (PM) Nightshift, (Graveyard) Evening Shift or On Call Duty per hospital needs.
- Standby and On Call Duty might be required as part of the job duties for rotational basis.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or general education degree (GED) and a current X-Ray Technology certificate or license from an accredited diagnostic imaging program approved in California.

Certificates, Licenses, Registrations:

- A current certification or license in X-Ray Technology and Fluoroscopy from the state of California.
- CA venipuncture certification required
- American Registry of Radiologic Technologists (ARRT) certification required.
- BCLS certification required

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$59.42 – \$73.09 per hour. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Radiologic Technologist II – Per Diem

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- Arranges immobilization and support devices to obtain proper position of patient for imaging.
- Knowledge of proper use of lead shielding.
- Protect patients, yourself and staff from radiation exposure by practicing sound procedures which meet or exceed recommended industry standards.
- Observes patient and equipment during procedure and reports unusual occurrences and records patient's condition.
- Perform portable x-ray exams at patient bedside, ER and surgery.
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- Ensure that all equipment is in good working condition and in compliance with applicable laws and regulations.
- Report immediately any equipment malfunctions to Supervisor.
- Log completed radiological procedures. Complete paperwork accurately and on time.
- Identify and file reports as required.
- Maintain x-ray room, stock necessary radiological supplies.
- Daily check of crash cart and emergency trays in X-Ray rooms.
- Demonstrates good working relationships at all levels.
- Plans and utilizes work time efficiently.
- Communication skills with co-workers, nursing staff and physicians.
- Administer IV contrast when applicable.
- Request, retrieve and track files to and from other departments or centers.
- Makes suggestions to improve work methods.
- Trains new employees.
- Other duties may be assigned.
- Work assignments may include Weekday & Weekend (AM) Dayshift, (PM) Nightshift, (Graveyard) Evening Shift or On Call Duty per hospital needs.
- Standby and On Call Duty might be required as part of the job duties for rotational basis.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or general education degree (GED) and a current X-Ray Technology certificate or license from an accredited diagnostic imaging program approved in California.

Certificates, Licenses, Registrations:

- A current certification or license in X-Ray Technology and Fluoroscopy from the state of California.
- CA venipuncture certification required
- American Registry of Radiologic Technologists (ARRT) certification required.
- BCLS certification required

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$59.42 – \$73.09 per hour. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Nurse Practitioner

Department

Clinics

Reports to

Medical Director

Type

Full Time

Requisition

Position Summary

The Nurse Practitioner will provide comprehensive primary care and chronic disease management to patients under the clinical supervision of the medical director.

Essential Duties and Responsibilities

- Obtaining medical histories and conducting physical examinations.
- Providing health maintenance care for adults, including annual physicals and GYN exam.
- Collaborating with physicians and other health professionals as needed, including providing referrals, diagnosing, treating, and monitoring chronic diseases (e.g., diabetes, high blood, COPD)
- Counseling and educating patients on health behaviors, self-care skills, and treatment options.
- Informing patients about their health care and encouraging them to participate in decisions are central to the care provided by the NP.
- Meet dress code standards; appearance is neat and clean
- Maintains regulatory requirements in compliance with JCAHO, federal and state
- Wear proper identification while on duty
- Represents the organization in a positive and professional manner
- Complies with all organizational policies, including ethical business practices
- Proper bedside manner
- Supervise other staff as needed
- Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc.
- Attend, actively participate and complete in-services, training classes, mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials.
- Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
- Communication – Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.
- Participation in special clinical programs.
- Accepts and performs other duties as assigned.

Qualifications

Required:

- Current unrestricted California license as an adult nurse practitioners or family Nurse Practitioner
- Certification as a registered nurse (RN)
- Current Drug Enforcement Administration (DEA) license without restrictions
- Certification in Basic Life Support (BLS) required
- Must be able to manage a range of acute and chronic medical conditions
- Knowledge of current preventive health guidelines.
- Computer skills needed for electronic medical record.

Preferred:

- Certification as a Nurse Practitioner by a nationally accredited nursing organization (i.e. American Academy of Nurse Practitioners, American Nurses Credentialing Center) is preferred
- Knowledge of community resources and cultural needs.
- Fluent in English and Chinese (Cantonese and/or Mandarin)
- 1 year Experience in a family practice clinic preferred

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$133,245-\$191,963 per year. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Registered Nurse – Same Day Surgery

(Full

Department

Same Day Surgery

Reports to

Director of Acute Care and Surgical Services

Type

Full Time

Requisition

Position Summary

The Clinical RN is a professional caregiver who assumes responsibilities and accounts for a group of patients for a designated time frame and provides therapeutic and safe care to patients using the nursing process of individualized patient/client assessment, outcomes identification planning, implementation/intervention, and evaluation. The RN is responsible and accountable for nursing care delivered to their assigned patients by LVNs, HAs, and others. Professional duties include patient teaching, staff development, delegation, supervision, coordination, and patient advocacy. The RN will demonstrate competency and commitment to achieving organizational and nursing department goals, as outlined in the RN Behavior List and Competency Checklist.

Essential Duties and Responsibilities

- Demonstrates positive behavior and the ability to perform an ongoing clinical assessment of the patient, establishes and implements a plan of care and evaluates the outcome of that care, utilizing the nursing practice process that is specific to the patient.
- Demonstrates the personal responsibility to deliver high-quality patient care, which is founded upon established nursing standards and practice, emphasizing education, practice skills, and clinical competence.
- Responsible for delegating the delivery of care to others as well as motivating staff to deliver and maintain care that best demonstrates the mission, vision, and values of Chinese Hospital through professional excellence with personal concern.

- Maintains Chinese Hospital's attendance and punctuality standards in a consistent and regular manner.
- Promotes and maintains a safe working environment and ensures safe conduct in all aspects of job performance.
- Formulates a plan of care based on assessment and information obtained from the patient, family, and other health team members. Reviews and revises discharge goals and care plans daily.
- Other duties may be assigned

Qualifications

Required

- Currently licensed in the State of California to practice as a Registered Nurse.
- Six (6) months of previous experience in Medical-Surgical (M/S) nursing is preferred.
- Basic Cardiac Life Support (BCLS) Certification
- Able to speak, write and understand English
- Bilingual Cantonese-speaking preferred
- Familiarity with computer keyboard.

Specific Qualifications for Specialty Units

- Advanced Cardiac Life Support (ACLS) certificate required for ICU, Emergency Department, Post Anesthesia Care Unit (PACU), Same Day Surgery Unit (SDSU), and Endoscopy Suite (ENDO). CCRN is recommended for ICU. Current Oncology Nursing Society (ONS) certification is required for core Outpatient Medical Therapy Center (OMTC) staff.
- Must be able to assess and care for the special needs and behavior of a specific age population:
- Medical/Surgical (M/S), Telemetry Units, and ICU – Adolescent to frail elderly
- Surgical Suite/PACU – Adolescent to frail elderly
- SDSU/ENDO Suite/OMTC – 13 years to frail elderly
- Emergency Department – Birth to elderly

Hospital Work Schedule

The work schedules of the Hospital use an 8/80 basis for computing overtime in accordance with the Fair Labor Standards Act and California Wage Order 5.

Employees working in accordance with a 14 consecutive day work period in lieu of a workweek of seven consecutive days must be paid one and one-half times their regular rate of pay for hours worked in excess of eight in a workday and 80 in the 14-day period. Double time is required after 12 in a workday (Labor Code § 510).

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health

and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$58.32 – \$86.58 per hour. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Per Diem Pharmacy Technician

Department

Pharmacy

Reports to

Director of Pharmacy

Type

Per Diem

Requisition

Position Summary

The pharmacy technician is a licensed personnel who possesses advanced pharmacy knowledge in hospital settings. Under direct supervision of a registered

pharmacist, when assigned to an inpatient practice area, performs activities which primarily consist of drug distribution duties, pre-packaging, maintaining the inventory, refilling floor medications, checking for outdates, intravenous, hazardous and chemotherapy sterile compounding, record keeping (refrigerator temperature logs and hood cleaning), billing and housekeeping. Participates in pharmacy projects and initiative.

Essential Duties and Responsibilities

- Preparation of drug orders

Outpatient pharmacy technicians:

- Process patient medication charges, including Medi-Cal and Outpatient charge.
- Filing prescriptions and patient profiles, and maintaining other pharmacy records.
- Assist the pharmacist in processing all drug orders.
- Assist the pharmacist in maintaining current records.
- Coverage of clerical duties, as needed.
- Process patient medication returns and credits.

Inpatient pharmacy technicians:

- Assist pharmacists in processing all drug orders including
- Prepare patient cassettes.
- Replenish Automatic Dispensing Cabinets (ADCs) – daily scheduled replenishment during pm shift and replenishment as needed
- Retrieve return medication(s) from External Return Bin (ERB)
- Prepare IV solutions with additives, TPN, chemotherapy (training and competencies required).
- Collect laboratory data for medication therapy assessments by pharmacists.
- Prepare pre-operative medications for same day surgery
- Replenish medication trays from operation room.
- Maintain cleanliness of IV preparation area.
- Maintain temperature logs of refrigerators and freezers.
- Maintain inventory supplies including syringes, needles, Eqaushield, etc.
- Order vaccines and other medical supplies for clinics.
- Process patient medication returns and credits for outpatient medical therapy center (OMTC).
- Assist the pharmacist in transcribing drug orders and maintain current records.
- Process patient medication returns and credits.
- Delivery to nursing units.

Procurement and material management

- Ordering, maintaining, and controlling stock levels of drugs, parenteral solutions, forms, supplies, etc.
- Receive and verify shipments.
- Place items received in stock inventory.
- Maintain and update price listings.
- Check out-dates and return to manufacturer for credits.

Quality Control

- Assist in monitoring all aspects of quality control of the department and make necessary, appropriate entries.
- Maintain area, equipment, and facilities etc.

Education

- Assist to teach all health professionals the requirements of different types of prescriptions and the appropriate form for filling.
- Participate in pharmacy orientation programs, training programs for pharmacy supportive personnel, pharmacy staff meetings, and in-service education programs.
- Attends and participates in other programs, committees, meetings, and functions required by the hospital or the pharmacy.
- Joins Board of pharmacy's email notification list as required by BPC 4013 (d)(1)
- Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc.
- Attend, actively participate and complete in-services, training classes, mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials.
- Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
- Communication – Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.
- Accepts and performs other duties as assigned.

Qualifications

- All non-pharmacist personnel shall work under the direct supervision of a registered pharmacist in all activities involved in the preparation and dispensing of medication, including the maintenance of appropriate records.

Be knowledgeable of:

- Brand and generic names of medications.
- Technical terms dealing with chemicals, medical terminology, and pharmacy terminology.
- Computer entry skills.
- Graduated from a Pharmacy Technician Program or has obtained a minimum of one year of hospital pharmacy experience.
- Possession of a valid Technician Certificate issued by the California State Board of Pharmacy.
- In addition to all qualifications listed above, pharmacy technicians who cross cover for inpatient pharmacy should be knowledgeable of:
- Preparing intravenous solutions and their additives, total nutritional products and hyperalimentation, and chemotherapeutic agents (training and

- competencies required).
- Strong communication skills.
- Ability to take initiative, adapt to changing priorities, and work independently
- Strong time management and prioritization skills.
- Ability to multi-task with a high level of efficiency and attention to detail

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$26.80 – \$34.97/hr. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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SNF Activities Director

Department

Nursing Administration

Reports to

Director of Acute Care and Surgical Services

Type

Full Time

Requisition #**Position Summary**

The Activities Director will manage the day to day activities of the subacute/skilled nursing facility unit. This position combines elements of activities coordination, community building and site management.

They will provide activity and recreational services to residents utilizing established policies and procedures, ensuring safe and effective care. Services are provided based on the ages of the population served; Adult through geriatric – 65 years or older and in collaboration with the multidisciplinary care team. The SNF Activities Director will assess, plan, implement, and evaluate care in collaboration with the multidisciplinary care team. They demonstrate the knowledge and skill necessary to identify and meet the individualized needs of all residents served. The activities director will develop and implement recreational programs that meet the social, emotional, cognitive, physical and spiritual needs of the residents and are compliant with all regulatory standards. Programs are adapted to each resident's abilities and include special events and community-based programs.

Essential Duties and Responsibilities

- Provides activity and recreational therapy programs, evaluates outcomes, consults with others as required and adjusts care plan as necessary to ensure optimal care.
- Develops and implements recreational programs that meet the social, emotional, cognitive, physical and spiritual needs of the residents and are compliant with all regulatory standards. Ensures Programs are adapted to each resident's abilities.
- Performs assessment at designated and appropriate intervals on all assigned residents, recognizing individualized needs of each resident.
- Based on assessment findings, develops an individualized care plan for each resident within predetermined timelines. Completes designated sections of MDS, Resident Assessment Protocols.
- Develops recreation calendar and ensures that the current calendar is posted on the unit.
- Recruits and coordinates volunteer program.

- Facilitates development and implementation of Resident Council.
- Evaluates resident's response to therapy and writes a minimum of quarterly progress notes which reflect resident's progress towards states goals. Revises care plan based on resident response to treatment/ therapy.
- When indicated, delegates' activities to activity assistant/staff. Utilizes supportive personnel to perform duties within their abilities and scope of service.
- Acts as professional resource to other members of the care team. Provides in-services and training in areas of expertise.
- Recognizes unusual conditions outside of his/her expertise and seeks guidance.
- Keeps resident/family informed of progress; focuses on resident's service needs.
- Monitors and ensures accuracy of documentation in resident medical record. All aspects of care are accurately documented. Maintains daily resident participation records.
- Operates equipment and performs job-related duties in a safe manner. Ensures proper functioning of equipment and follows procedure when equipment malfunctions.
- The staff member is able to demonstrate knowledge and skills necessary to provide care appropriate to the age of the residents served. The individual demonstrates knowledge of the principles of growth and development over the life span and possesses the ability to identify each resident's age-specific needs. All competencies are based on ages served.
- Demonstrates a working knowledge of regulatory and licensing standards and ensures that practice is compliant with standards
- Adheres to all hospital and departmental policies regarding attendance and punctuality.
- Performs other related duties as assigned or requested
- Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc.
- Attend, actively participate and complete in-services, training classes, mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials.
- Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
- Communication – Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.

Qualifications

- High school diploma or equivalent education/experience
- One year of recreational therapy or activity directing experience required.
- Long term care/Skilled nursing experience preferred
- Occupational therapist, art therapist, music therapist, dance therapist, recreation therapist, occupational therapist assistant or qualified social worker

- Activity Director certified with the National Certification Council for Activity Professionals (NCCAP) or must obtain within ninety days of hire
- Current CPR/BLS certification by the American Heart Association (BLS for the Healthcare Provider) or ability to obtain prior to start date
- In compliance with patient safety standards, must be able to effectively communicate in English; Bilingual abilities preferred
- Sufficient computer skills

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$116,002 – \$151,362 per year. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Rad Tech III – PM

Department

Radiology

Reports to

Radiology Manager

Type

Full Time, PM (Sunday-Thursday)

Requisition

Position Summary

Perform radiological duties in compliance with radiology department and legal requirements. Help patients feel comfortable during the entire process.

Essential Duties and Responsibilities

- Prepare patients for radiological procedures and take X-rays following established procedures for patient care and safety.
- Prepares room, equipment, medicine and materials as needed for patient care and exams. Includes barium preparation, contrast media and other medications as needed.
- Prepares patient for radiology department procedures – explains procedures, patient transportation – including patient transfer from bed or exam table. Assists patients for proper positioning during and after procedures.
- Follows prescribed techniques in administering general and specific x-rays. Adjusts equipment, determines proper voltage, current and desired exposure time.
- Arranges immobilization and support devices to obtain proper position of patient for imaging.
- Knowledge of proper use of lead shielding.
- Protect patients, yourself and staff from radiation exposure by practicing sound procedures which meet or exceed recommended industry standards.
- Observes patient and equipment during procedure and reports unusual occurrences and records patient's condition.
- Perform portable x-ray exams at patient bedside, ER and surgery.
- Perform CARM procedures at patient bedside, ER and surgery
- Cleans and disinfects x-ray exam room and equipment.
- Develop and process digital radiographs.
- Obtain quality diagnostic radiographs as requested by Physician, PA, or NP.
- Maintain a x-ray repeat rate of two percent or less.
- Ensure that all equipment is in good working condition and in compliance with applicable laws and regulations.
- Report immediately any equipment malfunctions to Supervisor.
- Log completed radiological procedures. Complete paperwork accurately and on time.
- Identify and file reports as required.
- Maintain x-ray room, stock necessary radiological supplies.
- Daily check of crash cart and emergency trays in X-Ray rooms.
- Demonstrates good working relationships at all levels.

- Plans and utilizes work time efficiently.
- Communication skills with co-workers, nursing staff and physicians.
- Administer IV contrast when applicable.
- Request, retrieve and track files to and from other departments or centers.
- Makes suggestions to improve work methods.
- Trains new employees.
- Other duties may be assigned.
- Work assignments may include Weekday & Weekend (AM) Dayshift, (PM) Nightshift, (Graveyard) Evening Shift or On Call Duty per hospital needs.
- Standby and On Call Duty might be required as part of the job duties for rotational basis.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or general education degree (GED) and a current X-Ray Technology certificate or license from an accredited diagnostic imaging program approved in California.

Certificates, Licenses, Registrations:

- A current certification or license in X-Ray Technology and Fluoroscopy from the state of California.
- CA venipuncture certification required
- American Registry of Radiologic Technologists (ARRT) certification required.
- BCLS certification required

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$61.21 – \$75.28 per hour. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Housekeeping Aide Per Diem

Department

Housekeeping

Reports to

Housekeeping Manager

Type

Per Diem

Requisition

Position Summary

Performs cleaning of all patient care and public areas in the organization.

Essential Duties and Responsibilities

- Performs sanitizing and disinfecting work throughout the hospital; clinics in patient care areas, exam rooms, waiting rooms, restrooms, offices, meeting rooms, etc.
- Performs general cleaning tasks such as but not limited to trash/recycling/biohazard removal, dusting, wet wiping, glass cleaning, vacuuming, polishing and mopping.
- “Detail Cleaning” in assigned areas such as cleaning ceiling vents, high/low dusting, walls, wiping furniture, edge vacuuming and baseboard cleaning.
- Performs basic equipment care, checks for wear and damage on assigned equipment.
- Performs cleaning and disinfecting of patients’ room, make beds ready, collect dirty laundry from patients’ room, distribute clean linen and hospital/surgical gowns to appropriate floors, replenish supplies such as

toilet papers, hand towels, and seat covers.

- Must stay current and knowledgeable on proper disinfection practices and infection control requirements by following hospital policies for infection transmission reduction.
- Observes and inspects assigned areas for maintenance and security needs and reports issues as soon as possible.
- Keeps paper and chemical supplies stored in work rooms neat and organized. Keeps housekeeping cart clean and stocked.
- Follows the rules and intent of the department's regulations and safety guidelines.
- Additional assignments may include in meeting room set-ups for events, setting up tables, chairs and various items.
- Performs other duties as assigned.
- Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc
- Attend, actively participate and complete in-services, training classes, mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials.
- Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
- Communication – Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.

Qualifications

- Custodial Training Certificate/License is required
- Must be able to communicate clearly, and understand instructions in English and respond as necessary.
- Knowledge of procedures, products, equipment and chemical cleaning products.
- Visible acuity to observe work was properly performed.
- Motor coordination and manual dexterity to maintain flow of work.

Work Relationship:

- Reports directly to the Housekeeping Lead and Environmental Services Manager.
- Works closely with nursing, patients and other department staff
- Works regularly with other members of Environmental Services staff.

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health

and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$27.81 – \$33.85/hr. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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SNF Director of Nursing

Department

Skilled Nursing Facility

Reports to

Executive Director

Type

Full Time

Requisition

Position Summary

The Skilled Nursing Facility Director of Nursing (SNF DON) will have responsibility and accountability for the nursing services within the facility

and serve only one facility in the capacity at any one time. The SNF DON maintains current knowledge of California Title 22, OSHA, Center for Disease Control (CDC) and CMS regulations, as well as other applicable standards to ensure that standards are met.

This position is responsible for the overall administration and management of nursing services in the Skilled Nursing Unit; planning, organizing, developing and implementing quality nursing service programs; for the ongoing professional development of licensed and non-licensed staff; and maintaining compliance with CDPHS licensing guidelines and regulatory requirements. Ability to maintain excellent interpersonal relations with internal staff and external vendors.

Essential Duties and Responsibilities

- Upholds and maintains the mission, vision, policies and procedures of the Chinese Hospital and SNF Department.
- Will be employed eight hours a day, on the day shift five days a week.
- Acts as part of the leadership team for the facility in developing and maintaining the facility budget, program direction, policies and procedures, plans for resident care, performance improvement, patient safety and other leadership responsibilities.
- Acts as administrative designee during emergency situations e.g., direction during fire, disaster, evacuation etc. Implements call back of personnel during an emergency. Provides directions and ensures that all appropriate persons and agencies are notified in a timely manner.
- Acts as a leader of the performance improvement program by collecting pertinent data, analyzing data and making recommendations for improvement as needed.
- Acts as leader in resident safety by ensuring the infection control and environmental safety rounds are completed on a monthly basis.
- Ensures that national patient safety goals are met.
- When safety and/or infection control issues are identified, initiates a plan of correction.
- Ensures that all incidents of resident injury receive prompt attention. Ensures that incident reports concerning resident injuries are tracked, trended and analyzed.
- Notifies CDPH of all required reportable incidents.
- Screens prospective residents to ensure that staff has the ability to provide the care needed.
- Provides overall direction to the nursing services with supervision over nursing staff.
- Ensures medication administration oversight by ensuring proper medication administration practices are followed, informed consents are signed and obtained prior to administering psychotherapeutic medications, reporting adverse drug reactions (ADR) and ensuring follow up treatment, accurately counting controlled drugs, assuring discontinued drugs are destroyed per procedure, medication refrigerators are maintained / documented daily, and resident drug reactions, refusal, etc. are reporting to the physician in a timely manner.
- Oversees the review, revision and implementation of policies and procedures as necessary and at least annually.
- Completes all assigned performance evaluations in a timely manner.
- Reviews and revises job descriptions and performance evaluations as

necessary and at least annually.

- Prepares nursing budget, monitors expenditures and controls costs.
- Participates in hiring, mentoring, counseling, completing performance evaluations, disciplinary action and termination per corporate policy.
- Acts as administrative designee during emergency situations e.g. direction during fire, disaster, evacuation etc. Implements call back personnel during an emergency. Provides directions and ensures that all appropriate persons and agencies are notified in a timely manner.
- Serves as lead for all CDPH surveys and other surveys performed by agents of CMS/CDPH.
- Responds promptly to all requests from agencies including, but not limited to, the California Department of Public Health (CDPH).
- Participates in developing a plan of correction(s) to address any identified deficiencies following the prescribed format.
- Implements any plan of correction(s) developed for the facility and provides ongoing monitoring to ensure that compliance is achieved.
- Reviews staffing to ensure appropriate staffing to meet residents' needs.
- Ensures appropriate interventions when there is a blood borne pathogen exposure by providing first aid to residents and health care workers and ensures that prompt medical attention is provided. Completes investigation in a thorough and complete manner and reports to infection control designee.
- Ensures that infection control duties are completed in a timely manner.
- Ensures that the duties of the director of staff development are completed in a timely manner and that all staff mandatory education is completed and documented.
- Ensures that all assessments and reassessments include a suicide assessment.
- Ensures that resident education is completed as assigned and accurately documented including resident's response to the education.
- The Director of Nursing Services develops nursing service objectives, policies and procedures and directs the implementation of these objectives.
- The incumbent continuously monitors Federal and State guidelines and requirements and revises Departmental procedures accordingly.
- This position recommends in-service educational programs geared to the specialized needs of geriatric patients.
- This position also monitors on-going staff development programs for all nursing personnel.
- Functions as a liaison between the residents, their families, staff and the general public – responding to inquiries and providing information on nursing care and services.
- This position also monitors the success of the Restorative Care Program in providing restorative nursing that maximizes each resident's existing abilities. This position collaborates with the contracted Rehabilitation vendor to enhance the quality of care for the residents.
- This position assists with the preparation of the Departmental annual budget and maintains the operating budgets for personnel and medical equipment and makes budget recommendations as to the purchase of such equipment.

General Responsibilities:

- Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc.
- Attend, actively participate and complete in-services, training classes,

mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials. Failure to do so may result in disciplinary action up to and including termination.

- Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
- Communication – Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.
- Maintains resident confidentiality according to facility policy and HIPPA guidelines.
- Successfully completes all competency requirements on hire and annually.
- Maintains clinical license and certifications as applicable.
- Uses proper body mechanics and safety precautions in job duties.
- Uses supplies and equipment in a cost-effective way.
- Reads and follow new procedures, policies and program changes.
- Adheres to the policies and procedures of Castlewood West Treatment Center for attendance including reporting to work, use of sick leave, vacation, overtime and dress code.
- Completes assignments in a timely manner.
- Demonstrates positive role model towards work and the workplace with behavior that supports administrative and facility decisions; creates atmosphere of mutual trust, harmony, acceptance and respect within the community.
- Participates in/and contributes to performance improvement and resident safety activities of the facility.
- Demonstrates knowledge and effectively implements the fire/safety program including the following: resident safety, security, emergency procedures, fire procedures, internal and external disaster procedures, life safety and adverse medication reactions.
- Practices good infection control practices including hand hygiene when indicated.
- Maintains open communication and participates in “hand off” information at change of shift.
- Assists in providing a safe, clean and pleasant environment for residents, families and staff.
- Performs all other duties as assigned.

Qualifications

- Graduate from an accredited school of nursing.
- Maintains a California RN license.
- Master’s degree in nursing is preferred.
- At least four or more years’ experience in a management position in the delivery of skilled nursing.
- Shall have at least one year of experience as a nursing supervision within the last five years and in assessing, planning implementing and evaluating nursing services/therapy to individuals with eating disorders.
- In-depth knowledge and demonstrated skill in working with an interdisciplinary team to provide individual and group therapy and maintain a therapeutic milieu.

- Knowledge and skill in providing supervision to nursing and other staff.
- Demonstrated ability to work collaboratively with all disciplines to ensure quality care is provided.
- Demonstrated experience in assuring compliance with Joint Commission and Title 22 standards and best practices for eating disorder treatment programs.

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$147,118-\$186,368/year. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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