

# LAC VIEUX DESERT HEALTH CENTER

## HUMAN RESOURCES

P.O. Box 9, N5241 US HWY 45 Watersmeet, MI. 49969  
Phone: 906-358-4587 Fax: 906-358-4118



### JOB VACANCY POSTED: 4/26/2022 UNTIL FILLED

**POSITION:** Radiologic Technologist/Ancillary Services Specialist  
**DEPARTMENT: LVD** Medical / Radiology  
**LOCATION:** LVD Health Center, Eagle River, WI  
**SUPERVISOR:** Clinic Manager  
**EMPLOYMENT:** Full Time – Non-Exempt  
**SALARY/PAY RATE:** \$18.98 – \$30.59 Per Hour

**Eligible for up to a 3% Retention Bonus Annually  
after one year of service.**

#### **DESCRIPTION:**

Radiology Technologist/Ancillary Services Specialist works under the immediate supervision of the Office Manager and is responsible for delivering optimal patient experience while taking quality diagnostic imaging exams. Must be able to communicate professionally with patients and providers, demonstrate excellent technical skills and be reliable in attendance. The R.T. is responsible for the daily tasks of radiology, with attention to detail as well as adhering to strict safety procedures. Manages laboratory tasks, draws blood, prepares specimens for transport, performs waived testing, etc., and completes clerical duties as assigned.

#### **RESPONSIBILITIES:**

- Preparing equipment for use as needed.

- Follow procedure/protocol and physician order
- Preparing X-Ray room for patient x-rays.
- Positioning patients for imaging exams.
- Monitoring patients during exams.
- Documenting information with computers.
- Communicating with physicians / providers.
- Ensuring safety of patients during exams.
- Producing diagnostic images using appropriate technical factors and optimal positioning with adherence to ALARA.
- Maintain patient records and operate the computer system (Konica Minolta CS7) connected to the x-ray unit
- Proper use of lead shields on patient.
- Burning CD/DVD's in DICOM format
- Understand & efficiently use PACS as well as Exam Manager.
- Schedule patients for MRI procedures
- Recognize when a prior authorization is needed (MRI)
- Knowledge of QC program such as monthly badge reports & care, reject analysis, etc.
- Knowledge of proper care & troubleshooting of imaging system and components
- Manages laboratory tasks including scheduling, phlebotomy, performing waived testing, preparing specimens for transport, QC, data entry into EMR
- Maintain good communication with laboratory personnel at Watersmeet site
- Assists office manager with scheduling and rescheduling
- Answers phones and covers registration area when necessary
- Monitors UpDox and distributes documents appropriately
- Assists nursing with delegated referrals and prior authorizations
- Assists nursing with patient check in, vital signs as needed
- Cleans exam rooms between patients
- All other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Must be a graduate of an approved school of radiologic technology and be registered by the American Registry of Radiologic Technologists, and licensed in the state of Wisconsin.
- Must be able to communicate professionally and effectively, verbally and in writing.
- Willingness and ability to insure confidentiality in all areas of work.
- Must be self-motivated and able to work with little direction.
- Current BLS certification

**Preference will be given to qualified individuals of American Indian descent.**

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position. The Lac Vieux Desert Tribe will provide preference to all qualified Native Americans in employment and training opportunities.*

**Lac Vieux Desert Band of Lake Superior Chippewa – Our Mission:** To provide a better life for this generation, the opportunity for successive generations to carry on, and to provide the basis for Native American self-sufficiency among its constituency and all native peoples – today and always.

**Date Approved by the Tribal Council: 03/01/2018**

**LVD Health Center  
Human Resources Department  
P.O. Box 9, N5241 US 45  
Watersmeet, MI 49969  
Email: [cholt@lvdhealthcenter.com](mailto:cholt@lvdhealthcenter.com)  
Website: <http://www.lvdhealthcenter.com>  
Phone: 906-358-4587 Ext. 6102  
Fax: 906-358-4118**