

Gibson General Hospital  
*“Centered Around You”*  
Current Employment Opportunities

**Certified Nursing Assistant (CNA)**

Provide direct patient care in accordance with established Hospital and Nursing Department Policies and Procedures. Demonstrate strict adherence to established infection control and safety guidelines in the performance of patient care. Provide the level of attention to compassion and detail that one would expect to be enjoyed by a loved one in a similar situation. Assist to maintain a clear, adequately supplied unit, as free from clutter as possible. Interacts regularly with Nurse Managers, Staff Nurses, Peer CNAs, Patients, Families, Visitors, and Volunteers.

Requirements: High School graduation or equivalent required. Completion of an approved training program with successful achievement of certification – CNA – status required.

Full-time and part-time positions available.

**Registered Nurses**

Provide patient care in adherence to established Nursing Standards of Care. Assess and reassess as indicated needs, interventions, and patient response to those interventions. Develop, implement, and revise nursing care plans in cooperation with the patient and/or his/her family. Provide care in accordance with the patient’s physician orders, communicating changes in patient’s condition as indicated, and maintain and up-to-date knowledge of patient’s condition. Maintain accurate and complete nursing documentation utilizing both the computerized documentation system and written notes when appropriate. Participates in patient education process, discharge planning, and case conferences to ensure quality patient care. Assists in maintaining a clean and healthy environment and maintaining appropriate supplies and equipment needed for patient care.

Requirements: Graduate from an approved school of nursing with current registration in Indiana. Six months to one year experience preferred. Ability to read, analyze, and interpret journals, technical procedures, and government regulations, as well as ability to write notes reflective of patient care. Ability to calculate figures and amounts such as dosages, weights, and rates.

PRN (as needed) positions open in all nursing departments

**Medical Staff Coordinator/Credentialing**

The Medical Staff Coordinator is assigned the responsibility of coordinating all medical staff activities and acts as liaison between the medical staff, nursing staff, and administration within the parameters established by the President and officers of the medical staff. This position is responsible for credentialing of all physicians within our organization.

Requirements: Graduation from high school or commercial school, including courses in typing, business, English and business machines. Knowledge of medical terminology, basic computer knowledge, and a minimum of one year experience as a medical staff secretary.

Full-time position

**Physical Therapist**

Restoration and rehabilitation of ill or disabled patients through the therapeutic and safe use of exercise, water, heat, light rays, electrical stimulation, etc. , according to the prescription of the physician. Instructs patients, families, and others in the application of physical therapy measures appropriate to the prescription and the learner’s abilities. Services are provided to the

patients/clients in settings such as OP, IP, Swing, SNF, Gibson Home Health, and Industrial Rehab.

Requirements: Bachelor's degree in Physical Therapy required. Licensed or eligible for licensure to practice physical therapy in the state of Indiana. One year experience as a physical therapist preferred. Knowledge of computers and Microsoft Office.

Part-time (48 hours/pay period)

### **Dietary Aide**

The dietary aide prepares and serves food to patients, visitors, staff, tray line, and catering customers. Follows established guidelines for food preparation and delivery.

Requirements: Ability to perform the essential functions of the job. High school graduate or GED required. Ability to read, write, and do basic math.

Part-time and PRN (as needed) positions available.

### **Transporter/Driver**

To drive a vehicle equipped to provide nonemergency transport of individuals by accommodating wheelchairs, walkers, and strollers and offering safe custom transportation for medical appointments and treatments.

Requirements: Must hold a currently valid driver's license as required by the state and have an excellent driving record as verified by the state Department of Motor Vehicles. High school diploma or equivalency and fluency in English required. Depending on assigned area, knowledge of Spanish would be helpful. Patience and tact necessary for contact with patients, both adult and children, and their caregivers. Must be reliable and capable of working independently and remaining calm in case of emergency.

PRN (as needed)

### **Director of Information Systems**

Directs and coordinates information systems activities for the Hospital, physician practices, and the Skilled Nursing Facility. Designs and configures the computer network infrastructure.

Manages budget and controls purchasing acquisitions. Assesses and recommends direction of technology by research and evaluation of new technologies. Develops policies and procedures for access, security, and maintenance of systems and networks. Develops and assesses IT solutions for departments. Establishes and maintains HIPAA security, disaster recovery procedure, and other solutions to regulatory mandates. Acts as the System Security Officer. Coordinates software installation and upgrades; facilitates the Help desk and oversees assistance with various vendors such as: Accu-Care, Clinical Coding Expert, DMS, CPSI, Misys, OHM, and Pyxis, MKesson Pacs, among others. Directly supervises two (2) employees in the department.

Requirements: Bachelor's degree from a four-year college or university; three to five years related experience or equivalent combination of education and experience. Ability to effectively present information to Administration, Board of Directors, public groups, and physicians required.

Microsoft certification preferred. Previous CPSI experience a plus.

### **Catering Coordinator**

Coordinates catering events, contracted food service projects, and cafeteria service for the Hospital. Coordinates set-up, service, and clean-up of catering events. Relieves Cook's positions during cook's day off. Monitors vending area, reporting problems with machines to vending company. Organizes and maintains catering supplies and equipment. Assists other positions during lulls in catering. Coordinates cafeteria service (i.e. customer flow, food preparation, customer service). Responsible for documentation of meal counts, food usage, and food costs for catering events and special events in the cafeteria. In the absence of the manager, this individual

may be required to open/close kitchen, handle supervisory duties, and cash out cafeteria register. May also be required to train cafeteria and catering employees, assist managers with cafeteria and catering menu development, and monitor food quality and production.

Requirements: High school graduate or GED required. Three to five years previous catering and institutional cooking experience required. Previous supervisory experience a plus. Ability to add, subtract, multiply, and divide in all unites of measure, using whole numbers, common fractions, and decimals. Ability to apply common sense understanding to carry out details by uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Full-time, hours mainly days, but vary according to catering event schedule.

### **Office Coordinator**

Responsible for providing coordination of tasks including scheduling, registration, computer data entry, word processing, billing, and some medical technician activities with the medical office under the supervision of the Practice Management Manager and under the medical supervision of the physician. Functions as a contact for patients, companies, physicians, other hospital departments, etc.

Requirements: One year experience in a medical office setting is preferred. Computer experience utilizing Microsoft Office required. Demonstrated skills such as answering telephone, greeting and scheduling patients, preparing and maintaining records, preparing reports, and independent decision making in arranging and prioritizing work on a daily basis. Must be able to function well under stress. Knowledge of ICD-9 and CPT coding, and insurance billing preferred.

Full-time, Monday-Friday, 8:30am – 5:00pm

### **Occupational Therapist**

Responsible for: assessing patient injury and developing plan of treatment; observing safety in the practice of OT procedures; carrying out designated treatment the medical physician prescribes; consulting with physicians about patients' progress and goals; detecting symptoms which may be favorable or unfavorable reactions. Establishing and preparing patient documentation; adapting therapy and equipment to patient reaction. Very physically demanding at times. Must be able to bend, lift, walk, and be on the move 80% of the day. Must be able to communicate well.

Requirements: Bachelor's degree in Occupational Therapy. One year experience as an occupational therapist is preferred. Licensed or eligible for licensure to practice in the state of Indiana. Registered in the American Occupational Therapy Association as designated by the initials O.T.R. is required.

Full-time

### **Unit/Shift Manager (Free Floating Night Supervisor)**

Coordinates, oversees, and assists in performance of duties of the staff members who function under his/her direction. Interacts with Administration, physicians, directors, managers, and peers, as well as patients, families, visitors, and volunteers. Performs general supervision of Nursing Service during a shift, organizes, manages, and directs the activities of a designated nursing discipline, plus functions as the free floating night supervisor overseeing all functions of the hospital during the shift.

Requirements: BSN or goal to achieve same; current IN RN license; 2-5 years nursing experience; 2 years experience as a nurse manger or in a position which executive ability has been demonstrated; ability to read, analyze, and interpret general business periodicals, professional journals, tech procedures or government regulations; ability to write reports, business correspondence, and procedural manuals; ability to calculate figures and amounts; ability to define problems, collect data, establish facts, and draw valid conclusions; advanced knowledge of

general nursing theory and practice, thorough knowledge of application of personnel administration and utilization in directing activities of nursing staff.

Full-time, 72 hours per pay, 6:30pm – 7:00am, Usually 3 shifts per week and every other weekend