



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2022-0030
HEALTH & HUMAN SERVICES
MEDICAL
RADIOLOGY TECHNOLOGIST**

Position Title:	Radiology Technologist	Pay Level:	\$45,402 - \$68,103
Position Open Date:	12/16/2022 – Until Filled	Department:	Medical
Position Status:	Part-Time	Classification:	Exempt
Supervisor:	Medical Director	Location:	Health & Human Services

POSITION SUMMARY:

Responsible for performing a variety of complex specialized technical and supervisory tasks associated with the operation of x-ray machines and related diagnostic equipment.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

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.

EDUCATION & EXPERIENCE:

Associate's Degree in Radiologic Technology from an AMA approved program; AND two (2) years of experience as a Radiology Technologist.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Valid New Mexico Radiology Technologist license
Valid American Registry of Radiologic Technologists (ARRT) certification

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds;

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vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to exposure to bodily fluids and other biohazards.

ESSENTIAL FUNCTIONS:

- Performs quality diagnostic X-ray procedures on patients of all ages to aid in the diagnosis of medical problems; enters results in system; verifies results
- Registers patients and prepares them for examination; positions patient, adjusting immobilization devices, moves equipment into specified position, adjusts equipment controls to set exposure factors
- Operates Picture Archiving and Communications System (PACS) to ensure patients X-rays are uploaded for radiologist reading; performs equipment maintenance, systems testing, upgrading and installation as required
- Coordinates outside requests for radiologic services; documents procedures in patient's electronic medical record
- Maintains production and quality of radiographs by following established standards and procedures; observes radiographic results; performs necessary adjustments; conducts Diagnostic Quality Control tests (weekly)
- Minimizes radiation exposure to patients and staff by practicing radiation protection techniques; utilizes beam restrictive and patient shielding devices
- Ensures adherence to infection control policies and protocols
- Troubleshoots equipment malfunctions; calls for repairs; maintains a maintenance log on X-ray equipment; advises management on needed actions
- Complies with federal and state standards and regulations by Coordinating Radiation Protection Surveys-Biannually
- Maintains safe and clean working environment in accordance with Clinic procedures, rules and regulations
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Anatomy, physiology, and medical terminology
- Principles and practices of radiological examinations
- Principles, practices and techniques for patient examination and testing
- Radiology equipment.
- Routine infection control procedures and practices
- Proper techniques for documentation of examination and treatment information
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Records management principles and practices
- Computer software utilized by the clinic
- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act
- Performing radiology procedures in a safe and effective manner
- Use and maintenance of radiology equipment
- Safety practices related to radiological examinations and equipment
- Interpretation and explanation of test results
- Preparing clear and concise reports, records of work and other written materials

- Using software applications related to duties
- Using tact, discretion and prudence in dealing with customers
- Using initiative and independent judgment within established procedural guidelines
- Establishing and maintaining effective working relationships with a variety of individuals from various socio-economic, ethnic and cultural backgrounds

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org