



FACEY MEDICAL FOUNDATION
Human Resources Department
15455 San Fernando Mission Blvd., Suite #100
Mission Hills, CA 91345

Business Hours: 8:00am - 5:00pm, Monday-Friday
Parking is validated
Apply on-line at: www.facey.com

\$5,000 SIGN-ON BONUS FOR ELIGIBLE RNs & RPTs
\$2,000 SIGN-ON BONUS FOR ELIGIBLE HIM AUDITING/COMPLIANCE SUPERVISOR
&
PHYSICAL THERAPY ASSISTANT

Paid Licensure & CEUs

LVNs & MAs require successful passing of pre-employment proficiency test

CAREER OPPORTUNITIES
AS OF: 7/14/11

<u>POSTING DATE</u>	<u>JOB TITLE</u>	<u>DEPARTMENT/LOCATION</u>
<u>FACEY CORPORATE FLOAT POOL PROGRAM</u>		
We have implemented a Corporate Float Pool Program. Employees in this program will be required to travel on a regular basis throughout the San Fernando, Santa Clarita and Simi Valleys.		
<u>Corporate Float Pool positions are eligible to receive a SPECIAL HOURLY \$ "INCENTIVE"</u> If you meet the qualifications of the corporate float pool positions listed below and wish to apply, please complete a Transfer Request form.		

06/13/11 R	<u>Clinical Specialty Nurse – (grade 16)</u> On-call M-Sun Variable Days/Shifts/Hours (4000)	Urgent Care-MH
Graduate of a recognized Registered Nursing program, 1 - 2 years patient assessment experience in an emergency medicine or urgent care environment, current California RN license, current ACLS and American Heart Association BLS for Health Care Providers required. Knowledge of UR/QA requirements, surgery scheduling, IV medication protocol, triage knowledge and patient education/assessment skills.		
06/27/11 N	<u>Clinical Specialty Nurse – (grade 16)</u> Part-time M-F 8:00am-2:00pm (1022)	Gastroenterology-MH
Graduate of a recognized Registered Nursing program, minimum two years RN experience, minimum one year RN experience in a gastroenterology lab, minimum two years ambulatory/hospital experience preferred. Current California RN license, ACLS and American Heart Association BLS for Health Care Providers required. GI Lab certification preferred. Knowledge of surgery scheduling, IV medication protocol, triage, and patient education/assessment skills.		
07/07/11 R	<u>GI Lab Supervisor (RN) – (grade 17)</u> Temporary full-time M-F 7:00am-4:00pm (7001)	Gastroenterology-MH
Graduate of a recognized Registered Nursing program, minimum two years RN experience, minimum one year experience in a gastroenterology lab, minimum two years ambulatory/hospital experience preferred. Current California RN license, ACLS and American Heart Association BLS for Health Care Providers required. GI Lab certification preferred.		

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05/26/11 R (2 nd Req)	<u>HIM Auditing & Compliance Supervisor – (grade 14)</u> Full-time M-F 8:00am-5:00pm (1015)	Health Info Mgmt-SFMA
	CPC or CCS-P certification required. Knowledge of medical terminology, Title 22 and documentation requirements by licensing and accrediting agencies. Three years related experience performing chart analysis in either hospital or outpatient clinic. RHIT desired. Min 3 years supervisory experience required. Ability to communicate/interface effectively both verbally and in writing with physicians and employees at all levels of the organization. Excellent customer service skills and communication skills essential. Must be detail-oriented, organized, and able to prioritize and manage multiple projects and meet deadlines. Must be computer literate, experience with Microsoft Office (Word, Excel, Outlook). Type 40-50 wpm, 10-key calculator by sight or touch. Must be able to travel between site locations. Position is eligible for a \$2,000 Sign-on Bonus. Position is eligible for a \$1,000 Employee Referral Bonus.	
06/30/11 R	<u>IT Applications Director (Business Applications) – (grade 20)</u> Full-time M-F 8:00am-5:00pm (1007)	IT Applications-SA
	Bachelor's degree in related field preferred. Ten or more years experience with Information Systems. Five or more years of experience in healthcare IT with focus on managed care industry. Working experience and hands of knowledge in GE Centricity Business (IDX), Scheduling, BAR, PCS, TES applications, Claims Scrubber, DBMS, EDI and other supporting business applications. Strong IT leadership and project management skills. Demonstrated ability to communicate effectively both orally and in writing. Excellent interpersonal skills with strong leadership skills. Excellent oral, written and presentation skills.	
05/12/11 R (2 nd Req) 06/20/11 R	<u>Laboratory Assistant I – (grade 4)</u> On-call M-Sun 7:00am-6:00pm Variable Days/Hours (4022) Part-time M-F 7:30am-12:30pm (1005)	Laboratory (Corp)-SCV/SFV/SGV/SV Laboratory-CC I
	State Phlebotomy certification and knowledge of medical and laboratory terminology. 0 – 2 years of direct hands-on experience preferred. Current American Heart Association BLS for Healthcare Providers required.	
06/09/11 R 06/27/11 R	<u>Laboratory Assistant II – (grade 6)</u> On-call M-Sun 7:00am-9:00pm Variable Days/Hours (4004) Full-time M-F 9:00am-6:00pm (1000)	Laboratory (Corp)-SCV/SFV/SGV/SV Laboratory-NR
	State Phlebotomy certification and knowledge of medical and laboratory terminology required. Current American Heart Association BLS for Healthcare Providers required. 2 or more years of direct hands-on experience required. Works independently with little supervision. Know proper phlebotomy procedures and follow them. Knowledge of UR/QA requirements.	
07/14/11 N	<u>Logistics & Data Coordinator – (grade 8)</u> Full-time M-F 8:00am-5:00pm (1006)	Research-SA
	Associate's degree or high school education plus equivalent work experience. Minimum 2 years work experience with detail-oriented tasks and solving logistical issues. Ability to quickly and constantly learn new web-based programs and navigate them. Has the ability to analyze problems and provide solutions as required. Must be detail-oriented, organized, and have time management skills. Can communicate/interface effectively both verbally and written with external and internal customers. Must have initiative and use proper judgment with minimal supervision. Must be able to type 50-55 wpm and use a 10-key calculator by sight or touch.	
05/19/11 R 06/23/11 R 06/23/11 N 07/07/11 R	<u>LVN II – (grade 8)</u> On-call M-Sun Variable Days/Shifts/Hours (4002) On-call M-Sun Variable Days/Shifts/Hours (4003) Full-time M-Sun Variable Days/Shifts/Hours (1021) Full-time M-F 8:00am-5:00pm (1009)	Urgent Care-MH Urgent Care-MH Gastroenterology-MH Medical Support (float pool)-MH
	Graduate of an accredited LVN school of nursing and 2 years current medical office experience required. Current California LVN license, American Heart Association BLS for Health Care Providers and IV certification required. UR/QA, surgery scheduling knowledge and patient education skills. For GI Lab position, conscious sedation experience preferred.	

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<u>POSTING DATE</u>	<u>JOB TITLE</u>	<u>DEPARTMENT/LOCATION</u>
05/12/11 N (3 rd Req)	<u>Managed Care Analyst, Senior – (grade 16)</u> Full-time M-F 8:00am-6:00pm Variable Hours (1004)	Decision Support-JA
	Bachelor's degree or five or more years experience in the area of financial analysis and health care reporting in ambulatory health care setting. Three or more years information systems or database design experience. Mathematical aptitude with strong analytical and problem-solving skills. Strong project management skills. Proven ability to perform advance MS SQL programming (i.e. DTS/SIIS, stored procedures, triggers and functions), and report designing and developing using SQL and Crystal Reporting Tools. Working knowledge of PC applications for data analysis, specifically spreadsheet and database systems (MS Excel, MS Access and Crystal Reporting Tools). Excellent communication skills, both verbal and written. Ability to work independently and as a member of a team, with users, management and staff.	
05/12/11 R (6 th Req) 05/05/11 N 06/09/11 R 06/13/11 R 06/30/11 N 07/07/11 R 07/14/11 R	<u>Medical Assistant II – (grade 4)</u> On-call M-Sun Variable Shifts/Days/Hours (4003) Temporary full-time M-F 8:30am-5:30pm (7000) Full-time M-F 8:00am-5:00pm (1000) Full-time M-F 9:30am-6:30pm (1012) Temporary full-time M-F 8:00am-5:00pm (7001) Temporary full-time M-F 8:30am-5:30pm (7000) Part-time M-Sun Variable Days/Shifts/Hours (1015)	Urgent Care-V I Family Medicine-NR Surgery-V II Internal Medicine-NR Internal Medicine-V I Internal Medicine-SG Urgent Care-V I
	Two or more years healthcare experience. Graduate of school for medical assistants and certificate or diploma/certificate from the military in Medical Specialist Course required along with current American Heart Association BLS for Health Care Providers. Knowledge of UR/QA requirements.	
07/11/11 R (re-posted)	<u>Medical Receptionist I – (grade 2)</u> Temporary Full-time M-F 8:30am-5:30pm (7000)	Medical Support (float pool)-NR
	Zero to 2 years experience in a medical setting preferred or equivalent education. Type minimum 25 wpm (net) and possess computer skills. Possess excellent customer service and communication skills. Ability to effectively interact with public and co-workers. Working knowledge of insurances: HMO/PPO/EPO/Indemnity/Worker's Compensation. Working knowledge of computerized registration, billing and collection procedures. Ability to recognize and set priorities to accomplish established objectives. Ability to perform basic math computations.	
06/13/11 R 06/16/11 R (re-posted) 06/20/11 R 06/20/11 R 06/20/11 N 06/23/11 R 06/30/11 R 07/07/11 R	<u>Medical Receptionist II – (grade 3)</u> On-call M-F 7:00am-6:00pm Variable Days/Hours (4000) Temporary full-time M-F 8:00am-5:00pm (7001) Full-time M-F 8:00am-8:00pm Variable Hours (1007) Full-time M-F 8:30am-5:30pm (1002) Temporary full-time M-F 8:30am-5:30pm (7000) Full-time M-F 8:30am-5:30pm (1003) Full-time M-F 7:00am-6:00pm Variable Hours (1003) Temporary full-time M-F 8:30am-5:30pm (7000)	Medical Support (float pool)-PR OB/GYN-SA Education-SA Medical Support (float pool)-NR Patient Services-SG Laboratory-V II Internal Medicine-V I Behavioral Medicine-V I
	Minimum 2 years experience in a medical setting or equivalent education. Type 25 wpm and possess computer skills. Excellent customer service/communication skills. Effectively interact with public and co-workers. Knowledge of insurances: HMO/PPO/EPO/Indemnity/Worker's Comp. Knowledge of computerized registration, billing/collection procedures. Ability to perform basic math computations.	
07/14/11 R (re-posted)	<u>Medical Receptionist II – (grade 3)</u> Full-time M-F 8:30am-5:30pm (1003)	Corporate Float Pool-MH
	2 or more years experience in a medical setting preferred or equivalent education. Type minimum 25 wpm (net) and possess computer skills. Possess excellent customer service and communication skills. Ability to effectively interact with public and co-workers. Working knowledge of insurances: HMO/PPO/EPO/Indemnity/Worker's Compensation. Working knowledge of computerized registration, billing and collection procedures. Ability to recognize and set priorities to accomplish established objectives. Ability to perform basic math computations.	
	Must have reliable transportation and must travel to various Facey locations to meet business needs as determined by management. A valid California drivers' license with proof of insurability and acceptable DMV report required.	

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06/30/11 R 07/07/11 R	<u>Medical Receptionist Supervisor – (grade 8)</u> Full-time M-F 8:00am-5:00pm (1002) Full-time M-F 8:00am-5:00pm (1003)	Administration-V I Administration-MH
	Associate's degree preferred. Minimum 5 years experience in medical reception; 2 years supervisory experience preferred. Typing 40-50 wpm and computer skills. Excellent customer service and communication skills and training; ability to effectively interact with public and co-workers; working knowledge of medical insurance HMO/PPO/EPO/Indemnity/Worker's Comp. Working knowledge of computerized registration (preferably IDX), and billing and collection procedures. Good written and verbal skills; ability to recognize issues, set priorities, and take direction to accomplish established objectives.	
07/11/11 R	<u>Nurse Practitioner – (grade 20)</u> Full-time M-F 8:00am-5:00pm (1008)	Internal Medicine-MH
	Master's degree required. National Certification required in appropriate area of specialty. Completion of a Nurse Practitioner training program and certification by the State Board of Registered Nursing. Current Nurse Practitioner license and Furnishing Number to practice nursing in the state of California and current American Heart Association BLS for Health Care Providers required. ACLS preferred.	
05/02/11 R 06/30/11 R	<u>Physical Therapy Assistant – (grade 12)</u> Full-time M-F 8:30am-6:30pm (1005) Full-time M-F 8:30am-6:30pm (1008)	Physical Therapy-SA Physical Therapy-SA
	Physical therapy training program and/or one to two years of related experience. Physical Therapy Assistant license and current American Heart Association BLS for Health Care Providers required. Position is eligible for a \$2,000 Sign-on Bonus.	
06/30/11 R	<u>Radiology Technologist II – (grade 13)</u> Part-time M-F 8:30am-5:00pm Variable Days (1013)	Radiology-V I
	One year experience in clinic or hospital environment. Current CRT license and American Heart Association BLS for Health Care Providers required. ARRT registry preferred. Second modality license required - i.e., mammography, fluoroscopy, ultrasound.	
07/14/11 N	<u>Receptionist – (grade 5)</u> Part-time M-F 1:00pm-5:00pm (1006)	Executive Offices-JA
	Provide administrative support to the Director of Marketing/Customer Service and assigned partie. Serves as the Receptionist for Facey Medical Foundation Corporate office and Facey Medical Group Medical Staff office. Duties include general clerical, receptionist and project based work. Maintain a friendly, professional image through all in-person, phone and email interactions. High School education, Bachelors Degree a plus. Excellent customer service skills. Strong verbal and written communication skills. Well organized and detail-oriented. Ability to handle multiple tasks and prioritize appropriately with minimal direction. Good interpersonal skills, ability to interact with people and customers at all levels of the organization. Able to work independently. Able to complete tasks with a high level of accuracy. Strong knowledge of Word and Outlook. PowerPoint and Excel a plus. Type 45 – 50 wpm and 10-key by sight/touch.	
05/12/11 R (3 rd Req) 06/23/11 R	<u>Request Specialist – (grade 5)</u> On-call M-F Variable Shifts/Days/Hours (4001) Full-time M-F 8:30am-5:30pm (1000)	Utilization Management-JA Utilization Management-CC I
	One to two years experience in a clinic, hospital or related health care industry in a managed care environment. Knowledge of HMO/EPO/PPO insurance processing, ICD-9/CPT coding and medical terminology. Ability to use 10-key calculator by touch, type 45 wpm, computer skills and data entry experience required. Must possess excellent customer service and communication skills, handle heavy phones, be organized and self-starter.	

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<u>POSTING DATE</u>	<u>JOB TITLE</u>	<u>DEPARTMENT/LOCATION</u>
05/26/11 R (2 nd Re1)	<u>RN Staff Educator – (grade 16)</u> Full-time M-F 8:30am-5:30pm (1003)	Nursing Staff Develop-SA
07/07/11 R	<u>Ultrasound Technician – (grade 14)</u> On-call M-Sat Variable Days/Shifts/Hours (4011)	Radiology (Corp)-SCV/SFV/SG/SV

Bachelor's degree in a healthcare related field preferred. Minimum 3 years experience. Current California RN license and American Heart Association BLS for Health Care Providers required. BLS Instructor preferred. Ambulatory care experience preferred. Excellent teaching skills including presentation, development of syllabus and handouts. Must have the ability to successfully work with Medical Assistants, Licensed Vocational Nurses, Registered Nurses and Physicians in designing, implementing and monitoring key operational initiatives. Must have exceptional clinical knowledge and judgment. Knowledge of word processing (Word / Word Perfect) and experience with medical office supplies and equipment. Excellent customer service and communication skills (both verbal and written).

ARDMS certification or ARDMS eligible preferred. One year experience in a clinical or hospital environment. Current American Heart Association BLS for Health Care Providers required.

Locations:

<u>MH - Mission Hills Medical Office</u> 11211 Sepulveda Blvd. Mission Hills, CA 91345	<u>CC I - Canyon Country Medical Office</u> 17909 Soledad Canyon Canyon Country, CA 91351
<u>NR - Northridge Medical Office</u> 18460 Roscoe Blvd. Northridge, CA 91324	<u>SG - San Gabriel Valley Medical Office</u> 207 S. Santa Anita St. Suite 205 San Gabriel, CA 91776
<u>PR - Porter Ranch Medical Office</u> 19950 Rinaldi Street Porter Ranch, CA 91324	<u>SV - Simi Valley Medical Office</u> 2655 First Street Simi Valley, CA 93065
<u>VI - Valencia Medical Office</u> 26357 McBean Pkwy Valencia, CA 91355	<u>SFMA - San Fernando Mission Annex</u> 15230 San Fernando Mission Blvd., #B-108 Mission Hills, CA 91345
<u>V II - Valencia Medical Office</u> 25775 McBean Parkway Valencia, CA 91355	<u>SA - Sepulveda Annex</u> 11165 Sepulveda Blvd. Mission Hills, CA 91345
<u>V III - Valencia Medical Office</u> 23929 McBean Parkway, Suite #200 Valencia, CA 91355	<u>JA - Jade</u> 15451 San Fernando Mission Blvd., #300 Mission Hills, CA 91345
<u>CH - Copperhill Medical Office</u> 27924 Seco Canyon Road Valencia, CA 91355	<u>SCV / SFV / SGV / SV</u> Santa Clarita Valley, San Fernando Valley, San Gabriel Valley, Simi Valley