

APPLY IN PERSON AT:
Human Resource Department
2630 West Mason Street
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P. O. Box 365
Oneida, WI 54155-0365

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900

Fax: (920) 496-7911

APPLY ONLINE AT:
<https://Oneida-nsn.gov>

POSITION TITLE: Mammography Technologist EMERGENCY TEMPORARY
POSITION NUMBER: 00397
DEPARTMENT: Radiology
LOCATION: 525 Airport Drive, Oneida
DIVISION: Community Health
RESPONSIBLE TO: Long Term Care Director
SALARY: NE10 \$22.56/Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Non-Exempt
POSTING DATE: September 9, 2019
CLOSING DATE: Until Filled
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Competently perform basic and intermediate radiologic imaging procedures per department procedural requirements. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Prepares facilities in accordance with procedural requirements; calibrates equipment, and prepares materials as required; cleans and disinfects equipment in accordance with sterile procedures and standards.
2. Prepares patient for radiographic procedures as appropriate to requirements; explains procedures to patients and positions patients as appropriate to prescribed procedure; assists patients at end of procedure.
3. Determines appropriate methodology and techniques to use in administering procedures; calibrates and adjusts equipment as appropriate; arranges immobilization and/or support devices for proper patient positioning; adjusts shields.
4. Follows prescribed procedure in the administration of radiography; determines appropriate calibrations and/or techniques, arranges immobilization and/or support devices.
5. Maintains stock supplies and assists in determining quantities for purchase; performs general office duties such as delivering and retrieving film, recording procedure codes for billing purposes, typing forms, and scheduling patients.
6. Performs EKG's on patients.
7. Ensures proper care in the use of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
8. Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
9. Contributes to a team effort and accomplishes related results as required.
10. Performs other duties as assigned.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

JOB DESCRIPTION
Mammography Technologist
Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

13. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Stand; handle, reach with hands and arms.
2. Sit and stoop, kneel, crouch, or crawl. Move up to 50 pounds and occasionally up to 100 pounds.
3. Work is generally performed in a medical/clinical environment with exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment and exposure to blood borne pathogens. Constant risk exposure to unusual elements, i.e., toxic chemicals, biohazardous materials on a routine basis.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.
5. Evening, on-call and/or weekend work may be required.
6. Extended hours and irregular shifts may be required

STANDARD QUALIFICATIONS:

1. Knowledge of modern office practices, procedures, and equipment.
2. Knowledge of the physical and operational characteristics of radiographic.
3. Knowledge of accreditation and certification requirements and standards.
4. Knowledge of appropriate x-ray exposure times, and safety parameters.
5. Knowledge of radiography principles, procedures, and standards.
6. Knowledge of radiographic development techniques.
7. Knowledge of sterile procedures.
8. Knowledge of related accreditation and certification requirements.
9. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
10. Ability to make administrative/procedural decisions and judgments.
11. Ability to read, understand, follow, and enforce safety procedures.
12. Ability to safely lift, and physically manipulate patients.
13. Ability to calibrate and configure radiographic associated facilities and devices in accordance with procedures and standards.
14. Ability to communicate technical information to non-technical personnel.
15. Ability to maintain quality, safety, and/or infection control standards.
16. Ability to communicate effectively in the English language, both verbally and in writing.
17. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
18. Ability to handle multiple tasks and meet deadlines.
19. Ability to carry out instructions furnished in verbal or written format.
20. Ability to work independently with minimal supervision.
21. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment).**
23. Must be willing and able to obtain additional education and training.
24. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
25. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
26. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
27. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. (Training will be administered by the Human Resource Department).
28. Must be CPR and Red Cross First Aide Certified. Must maintain CPR and Red Cross First Aide Certification during employment.

JOB DESCRIPTION
Mammography Technologist
Page 3

STANDARD QUALIFICATIONS: (Cont)

29. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
30. A valid, non-probationary driver's license or occupational driver's license is required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Associates Degree as a Radiology Technician with one (1) year of experience.
2. Licensed by the State of Wisconsin Department of Safety and Professional Services as a Licensed Radiographer.
3. Mammography Certification or 40 hours of certified training in mammography along with twenty-five (25) mammograms done under the supervision of a qualified mammography technologist.

ITEMS TO BE SUBMITTED:

1. MUST SUBMIT A COPY OF THE DEGREE WITH THE APPLICATION TO COMPLETE THIS APPLICATION.