

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



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

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

Phone: (920) 496-7900

Fax: (920) 496-7911

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**POSITION TITLE:** Mammography Technologist (Part-time)  
**POSITION NUMBER:** 00397  
**DEPARTMENT:** Radiology  
**LOCATION:** 525 Airport Drive, Oneida  
**DIVISION:** Community Health  
**RESPONSIBLE TO:** Radiology Mammography Supervisor  
**SALARY:** NE10 \$22.56/Hr. (NEGOTIABLE)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** November 18, 2019  
**TRANSFER DATE:** November 25, 2019  
**CLOSING DATE:** November 25, 2019  
**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 patient for radiological procedure by positioning patient; adjusting immobilization devices; moving equipment into specified position; adjusting equipment controls to set exposure factors. Performs exam following established radiologic requirements and regulations to ensure patient care and safety.
2. Minimizes radiation to patient and staff by practicing radiation protection techniques, using patient shielding, and knowledge of exposure factors.
3. Maintains stock supplies for department needs.
4. Performs EKG's on patients.
5. Utilizes all radiographic equipment to perform X-rays and Mammograms and ensures proper use of equipment by following manufacturers guidelines, troubleshooting malfunctions, performing QA tests required by manufacturer and/or governing bodies. Reporting equipment malfunctions to department supervisor.
6. Identifies and prepares patients for radiologic exams by establishing rapport with patients and other persons in a position to understand service requirements by explaining exam and answering questions. Escorts patients to dressing and exam rooms, providing clear instructions and assisting patients when needed. Explains exam to patient and observes to ensure quality patient care, safety and comfort during the exam. Assists patient when exam is complete.
7. Performs general office duties such as assisting with taking phone calls to answer technical questions, schedule appointments, retrieving prior studies, importing studies into PACs, making CD's of exams, obtaining and scanning reports, input data into the EHR, compose and track mammogram letters and follow up exams.
8. Perform all necessary requirements of MQSA guidelines for tracking patient's mammography results, patient letter, follow up and any other required documentation.
9. Maintain professional and technical knowledge by attending seminars, educational workshops, reviewing professional publications, and keeping continuing educations credits current.
10. Duties and responsibilities are subject to change based on organizational needs and/or deemed by the supervisor.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

**JOB DESCRIPTION**  
**Mammography Technologist**  
**Page 2**

**DUTIES AND RESPONSIBILITIES: (Cont.)**

12. 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. Ability to stand, walk, bend, lift, kneel, sit and/or move up to fifty (50) pounds.
2. 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.
3. Ability to work in a medical/clinical environment office setting with moderate noise level.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.
5. Extended hours and irregular shifts may be required

**STANDARD QUALIFICATIONS:**

1. Knowledge of accreditation and certification program requirements and standards in both x-ray and Mammography.
2. Knowledge of appropriate radiographic exposure factors, safety parameters, procedures, standards and equipment x-ray exposure times, and safety parameters.
3. Knowledge of ACR Accreditation and MQSA.
4. Ability to communicate and work in a team setting while adapting to new workflows, equipment upgrades, processes to create a more efficient department and staying current with state-of-the-art equipment to provide quality patient care.
5. Protects patients and employees by adhering to infection-control policies and protocols. Cleans and disinfects room and equipment after patient use.
6. Ability to communicate effectively in both verbal and written skill sets and carry out instructions.
7. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
8. Ability to multitask and meet deadline. Follow instructions furnished in both verbal and written format.
9. Ability to work independently with minimal supervision and exercise independent judgement and accountability.
10. Computer knowledge, including but not limited to Windows, Word, Excel, Access, Scanning, PACs.
11. Maintains production and quality of imaging by following established department policies, procedures and objectives. Maintains strict department security, confidentiality and quality to meet professional standards of the department and regulations. Follows HIPAA guidelines.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment).**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
15. 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.
16. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
17. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. (Training will be administered by the Human Resource Department).
18. Must be CPR and Red Cross First Aide Certified. Must maintain CPR and Red Cross First Aide Certification during employment.
19. 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.

**JOB DESCRIPTION**  
**Mammography Technologist**  
**Page 3**

**STANDARD QUALIFICATIONS: (Cont.)**

20. 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.**

1.

**MINIMUM QUALIFICATIONS:**

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

1. ARRT Board Certified in both Radiology and Mammography.
2. Must be current in all required CME's for X-Ray and Mammography.
3. One (1) year of experience in a clinical care setting.

**ITEMS TO BE SUBMITTED:**

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