

Registration Clerk

- **Position Summary**
 - Carries out the efficient and orderly registration of inpatients, outpatients, and/or patients seeking emergency department services. Accurately collects and enters patient information. Explains facility policies and procedures. Collects payments for co-pays, self-pay estimated balances, and minimum payments on accounts.
- **Minimum Qualifications**
 - **Work Experience**
 - Previous medical office experience preferred.
 - **Education**
 - High school graduate or equivalent preferred.
 - **Certifications/Licensure**
 - None required.
- **Job Specific Performance Standards**
 - *The duties listed below are a summary of the major essential functions of this position. The position may require other duties, both major and minor, that are not mentioned, and specific functions may change from time to time.*

Patient Care Assistant

- **Position Summary**
 - Provides or assists with basic direct patient care activities under the supervision of a Registered Nurse.
- **Minimum Qualifications**
 - **Work Experience**
 - Previous healthcare experience preferred.
 - **Education**
 - High school graduate or equivalent preferred.
 - **Certifications/Licensure**
 - Certified Nursing Assistant in the state of Kentucky preferred.
- **Job Specific Performance Standards**
 - *The duties listed below are a summary of the major essential functions of this position. The position may require other duties, both major and minor, that are not mentioned, and specific functions may change from time to time.*

Patient Safety Aide

- **Position Summary**
 - Under the supervision of the Clinical Manager or Registered Nurse, performs continuous observation of patients designated at risk of injury to self or others. Attention is focused on patient at all times. Observes patient for destructive or

suicidal behaviors and reports directly to the nurse on duty. Informs nurse of any environmental hazard.

- **Minimum Qualifications**
 - **Work Experience**
 - Previous experience in a hospital setting preferred.
 - **Education**
 - High school graduate or equivalent preferred.
 - **Certifications/Licensure**
 - None required.
- **Job Specific Performance Standards**
 - *The duties listed below are a summary of the major essential functions of this position. The position may require other duties, both major and minor, that are not mentioned, and specific functions may change from time to time.*

Housekeeping Attendant

- **Position Summary**
 - Performs cleaning service duties to insure a safe and sanitary environment for patients, visitors and employees.
- **Minimum Qualifications**
 - **Work Experience**
 - Previous cleaning service duties to ensure a safe and sanitary environment for patients, visitors and employees.
 - **Education**
 - High school graduate or equivalent preferred.
 - **Certifications/Licensure**
 - None required.
- **Job Specific Performance Standards**
 - *The duties listed below are a summary of the major essential functions of this position. The position may require other duties, both major and minor, that are not mentioned, and specific functions may change from time to time.*

Cook

- **Position Summary**
 - Under direct supervision prepares, seasons and cooks food for patients, staff and visitors.
- **Minimum Qualifications**
 - **Work Experience**
 - One year of experience in institutional or restaurant food production required.
 - **Education**
 - High school graduate or equivalent preferred.

- **Certifications/Licensure**
 - None required.
- **Job Specific Performance Standards**
 - *The duties listed below are a summary of the major essential functions of this position. The position may require other duties, both major and minor, that are not mentioned, and specific functions may change from time to time.*

Kitchen Aide

- **Position Summary**
 - Performs basic cleaning and sanitation duties for all areas of the Food Service Department. Performs inventory maintenance and delivery of goods and services while assisting and supporting the Food Services Teams.
- **Minimum Qualifications**
 - **Work Experience**
 - Previous institutional or fast food kitchen experience preferred.
 - **Education**
 - High School graduate or equivalent preferred.
 - **Certifications/Licensure**
 - Valid Kentucky driver's license required.
 - Motor vehicle record check required and will be performed annually.
- **Job Specific Performance Standards**
 - *The duties listed below are a summary of the major essential functions of this position. The position may require other duties, both major and minor, that are not mentioned, and specific functions may change from time to time.*