

## EMPLOYMENT OPPORTUNITIES

### February 24, 2009

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**Job Title:** *ED Tech*  
**Position Type:** 1.0 FTE full-time with benefits  
**Hours:** 11pm-7:30am  
**Department:** Emergency Department

**Qualifications:**

A Certified Emergency Room Technician or Certified Nurse Aid, accountable to a Registered Professional Nurse, performs various duties assisting the Emergency Department nurses in delivery of quality patient care, based on age, in accordance with the policies, procedures, and objectives of the Nursing Service. Performs routine treatment procedures, at the discretion of and based on the judgment of a Registered Professional Nurse; obtains vital signs and records on the Emergency Department Medical Record; performs a limited assessment of the patient, under the direction of a Registered Professional Nurse; provides assistance to physicians during casting, suturing, and other procedures as designated by the Registered Professional Nurse.

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**Job Title:** *Registered Nurse (3positions)*  
**Position:** 1 day shift 7am – 7pm & every 3<sup>rd</sup> weekend  
2 night shifts 7pm – 7am & every 3<sup>rd</sup> weekend  
All full-time with full benefits  
**Department:** Med/Surg

**Qualifications:**

A Registered Professional Nurse accountable for the coordination and delivery of quality patient care, based on age, utilizing the nursing process of assessment, planning, implementation, and evaluation. One year of Med/Surg experience preferred. Required certifications are as follows: ACLS, PALS, CPR (must have certifications within 6 months of hire, RCHA will provide courses).

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**Job Title:** *Administrative Assistant*  
**Position:** Full-time with benefits  
**Department:** Nursing Administration

**Responsibilities:**

Provides administrative and clerical support to the Vice President of Patient Care Services and the Director of Quality. Provides clerical support for all nursing units and various committees. Greets guests, answers phones, takes minutes, routes correspondence, coordinates meetings and meeting packets, prepares memos, letters, reports, power point presentation and other various duties.

**Qualifications:**

High school degree or equivalent required, additional schooling preferred; high working knowledge of Word, Excel, Power point and Outlook required; previous

office experience required, medical or hospital setting preferred; excellent written and verbal communication skills with a high degree of customer service experience required.

**Interested candidates should send an application and/or resume to:**  
**Rochelle Community Hospital**  
**Attn: Human Resources**  
**900 N. 2<sup>nd</sup> Street**  
**Rochelle, IL 61068**      or e-mail: [ssibley@rcha.net](mailto:ssibley@rcha.net)