



SWFL Virtual Job Fair -Open Positions

Patient Services and Support

- **Customer Service Representative**
 - Responsible for the patient business activity within a medical office setting to include handling telephones, patient appointment scheduling, patient check-in, insurance verification, authorization, pre-certifications, referrals, and posting charges, initial collections, preparing well-coded and accurate billing and maintenance of medical records.
 - Required: Excellent Customer Service Skills. HS Diploma or equivalent and one-year clerical/administrative experience.

- **Food Services Assistant**
 - Performs various food service duties to include receiving, stocking and distributing all department food related supplies. Operates automatic and/or manual dishwashing equipment and cash register according to established procedures. Transports food delivery carts to service units as needed. Completes sanitary procedures as assigned.
 - Required: Excellent Customer Service Skills. HS Diploma or equivalent or previous experience in lieu of education.

- **Housekeeper**
 - Keeps assigned areas clean, sanitary and aseptic through the proper use of chemicals, equipment and cleaning procedures. Provides courteous service to patients, visitors, co-workers and physicians. Keeps work stations and equipment safe, neat, and clean.
 - Required: Excellent Customer Service Skills. HS Diploma or equivalent or previous experience in lieu of education.

- **Lab Assistants**
 - Responsible for a variety of clinical and clerical functions to support the day-to-day operations of the Clinical Laboratory to include specimen verification and processing, phlebotomy and sweat collection, sample tracking, send out testing.
 - Required: HS Diploma or equivalent.

- **Material Handler**
 - Maintain appropriate stock levels on supply/linen carts throughout the facility, utilizing electronic inventory control devices; i.e. handheld scanners, computers, etc. Transport and distribute supplies/linen to various locations within the facilities, via transport equipment, i.e. hand trucks, flatbed carts, etc. Provide ongoing cart maintenance in accordance with department policy and procedure



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to include but not limited to cart cleanliness, cart labeling, product rotation, item management, and updating product locators.

- Required: Excellent Customer Service Skills. Excellent Customer Service Skills. HS Diploma or equivalent.

- **Patient Access Specialist**
 - Responsible for providing information related to the scheduling of appointments, and/or recording of patient communication This role involves taking inbound calls from patients, providers, outpatient facilities and offices to facilitate access to care through registration, scheduling and recording of patient communications
 - Required: Excellent Customer Service Skills. HS Diploma or equivalent. Previous customer service experience (1 year minimum), and type 20 words per minute. Medical Terminology and Bilingual skills strongly preferred.

- **Support Services Associate (Per Diem)**
 - Provides patient transportation services for all departments; safely transports patients to and from hospital departments, assist patients in moving to and from wheelchair to bed, etc.
 - Required: Excellent Customer Service Skills. HS Diploma or equivalent.



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Patient Care Positions

- **Certified Nursing Assistant**
 - Responsible for providing patient care relating to basic human, mental health, social needs, comfort, safety and emergency measures; activities of daily living; personal care needs; nutrition and fluid and elimination needs.
 - Required: Completion of a State Approved, CNA Education Program (with at least 120 hours of academic studies and clinical training; 165 hours preferred in Acute Care).

- **Medical Assistant**
 - The Medical Assistant is responsible for assisting in all aspects of medical practice to include maintaining medical records, performing phlebotomy, Point of Care testing, assisting in minor procedures, processing lab specimens, and the safe operation of medical equipment.
 - Required: MA Diploma or 3 years' clinical experience in a physician's office with medication administration/ injection experience required in lieu of degree/diploma.

- **Emergency Department Technician**
 - Support position to provide patient care under the guidance and supervision of the Registered Nurse in the Emergency Services setting.
 - Required: Emergency Medical Technician (EMT) License.