



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
slthr@spiritlakenation.com

**Job Title:**

**Diagnostic Radiologic Technologist**

**Open Date:**

**November 28, 2018**

**Position Objective: This position is responsible for performing radiographic and other diagnostic imaging procedures to assist physicians and other licensed medical providers in the diagnosis of disease and injuries. Work is performed and duties are carried out in accordance with established policies, procedures and SLHC core values.**

**Major Duties & Essential Functions:**

- Prepares and positions patient for diagnostic imaging procedures.
- Adjusts immobilization devices to obtain optimum views of specified area of body requested by physician.
- Explains procedures to patient to reduce anxieties and obtain patient cooperation.
- Moves imaging equipment into specified position, determines exposure factors on basis of height, weight, portion of body involved, and degree of penetration required, and adjusts equipment controls to set exposure factors and produce images of proper detail, density, and accuracy.
- Practices radiation protection techniques to minimize radiation to patient and staff.
- Performs specialized and routine diagnostic radiology procedures.
- Assures that supplies and other required equipment are present for exams.
- Performs routine maintenance, diagnoses malfunctions, and makes minor repairs on radiologic equipment, arranging for repairs as needed.
- Responsible for establishing and maintaining the Quality Assurance/Quality Control programs required of the Radiology program.
- Schedules appointment for patient examinations.
- Completes forms and maintains records, logs, and reports of work performed.
- Responsible for ordering and maintaining supplies for the Radiology Department.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

**Knowledge required at a level appropriate for this position:**

- Knowledge of routine, moderately complex and complex diagnostic radiologic and techniques.
- Knowledge of radiographic exposure techniques including use of formula for determining technical factors, how to control density, contrast and distortion, theory and use of the most complex special equipment.
- Knowledge of radiation protection standards, devices and techniques
- Knowledge of anatomy and physiology such as location, appearance and function of various major systems, especially the urinary, digestive, and respiratory systems.

- Knowledge of aspects of basic physics including the concepts of energy, electric power and types of electrical circuits.
- Knowledge of the construction, function and operating limitations of various types of X-ray tubes, and the properties of X-rays.
- Knowledge and ability necessary to provide care appropriate to the age of patients served.
- Knowledge of customer service principles.
- Ability to manage multiple demands of the job.
- Ability to accurately interpret the examination request and understand the functioning and relationship of the various organs of the system.
- Skill in positioning of patients for a wide variety of difficult radiographic examinations.
- Skill in oral communication.
- Skill in the provision of customer service.
- Skill in use of job-related equipment and tools.
- Skill in use of personal computer and a variety of job-related software applications.

**Supervisory Controls:**

- The supervisor assigns work in terms of very general instructions. Work is reviewed through observation of patient outcomes.

**Guidelines:**

- Guidelines include standard operating procedures, Spirit Lake Tribe and SLHC policies and procedures. These guidelines are clear and specific and require some judgment.

**Complexity/Scope of Work:**

- This position involves the performance of a variety of complex diagnostic examinations to provide x-ray studies for doctors to use in diagnosis and treatment of patients. The purpose of this position is to provide radiologic diagnostic services to SLHC patients. Serious illness or injury; physical incapacity of the patient or similar conditions which require the technician to devise nonstandard positioning or equipment setups or make it difficult or impossible to communicate with the patient increase the complexity of this position. Successful performance helps ensure the overall effective and efficient operation of the Radiology program and SLHC resulting in improved patient outcomes.

**Contacts:**

- Contacts are typically with clinical providers, patients, other employees, and the general public. Contacts are typically to give and exchange information and provide patient care.

**Physical demands/Work Environment:**

- The work is typically performed standing or sitting. The work is typically performed in a clinic setting which requires normal safety precaution for infection control and environmental safety measures. The work environment is usually quiet.
- While performing the duties of this job, the employee is regularly required to stand and sit, talk, and hear. Requires repetitive movement of the wrists, hands and/or fingers. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk and stoop,

kneel, crouch, or climb. The employee must regularly lift and /or move light objects, and occasional lift heavier objects. Specific vision abilities required by this job include color vision.

**Supervisory and Management Responsibility:**

- This is a non-supervisory position that may provide functional guidance and direction to other employees.

**Qualifications, Experience and education required:**

- Graduate of an accredited Radiologic Technology program and experience in the occupational field, sufficient to understand the major duties of the position, and to be able to answer questions and resolve problems.
- Must be Registered Technologist (Radiography).
- Must be registered and have experience in at least one of the following modalities: Mammography, Sonography, or dual energy X-ray absorptiometry (DEXA). Preference will be given to applicants registered and experienced in multiple modalities.
- Current BLS certification.
- Must successfully pass a criminal & background check & pre-employment drug screen.

<b>Job Role:</b>	Radiology	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full- time	<b>Closing Date:</b>	<b>Until Filled</b>
<b>Monthly Salary Range:</b>	DOQ	<b>Supervision</b>	Department Supervisor
<b>Number of Vacancies:</b>	1	<b>Manages Others:</b>	No

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	<a href="mailto:karaj@spiritlakenation.com">karaj@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver’s license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran’s preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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