



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-065  
JEMEZ HEALTH & HUMAN SERVICES  
RADIOLOGY TECHNOLOGIST

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<b>Position Title:</b>	Radiology Technologist	<b>Pay Level:</b>	\$24.00-\$36.00
<b>Position Open Date:</b>	9/9/2024-Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Part-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	Medical Director		

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**POSITION SUMMARY:**

Responsible for performing a variety of complex specialized technical tasks associated with the operation of x-ray machines and related diagnostic equipment.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Associate degree in radiologic technology from an AMA approved program; AND one (1) year of experience as a Radiology Technologist.

Maintenance of ongoing CME requirements to maintain current ARRT certification.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License

Background Investigation

Valid New Mexico Radiology Technologist license

Valid American Registry of Radiologic Technologists (ARRT) certification

CPR/BLS Certification

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a compute screen, and hearing and speech to communicate in over the telephone and in person. Ability to transfer patients from wheelchair to table with assistance of a co-worker.

Work is subject to exposure to bodily fluids and other biohazards.

## **ESSENTIAL FUNCTIONS:**

- Performs quality diagnostic X-ray procedures on patients of all ages to aid in the diagnosis of medical problems; ensures results are entered in the system; verifies results.
- Registers patients and prepares them for examination; positions patient, adjusting immobilization devices, moves equipment into specified position, adjusts equipment controls to set exposure factors.
- Operates Picture Archiving and Communications System (PACS) to ensure patients X-rays are uploaded for radiologist reading; performs equipment maintenance, systems testing, upgrading and installation as required, or oversee that this is completed.
- Coordinated outside requests for radiologic services, documents procedures in patient's electronic medical record.
- Maintains production and quality of radiographs by following established standards and procedures; observes radiographic results; performs necessary adjustments; conducts or schedules Diagnostic Quality Control tests as recommended, no less than annually.
- Minimizes radiation exposure to patients and staff by practicing radiation protection techniques; utilizes beam restrictive and patient shielding devices consistent with principles of ALARA.
- Ensures adherence to infection control policies and protocols.
- Troubleshoots equipment malfunctions; calls for repairs; maintains a maintenance log on X-ray equipment; advises management on needed actions.
- Complies with federal and state standards and regulations by Coordinating Radiation Protection Surveys with Albuquerque Area I.H.S. Office no less than biannually.
- Maintains safe and clean working environment in accordance with clinic procedures, rules, and regulations.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams, working directly with the medical director, and by reviewing, recommending, and implementing improved policies and procedures.
- Coordinates radiographic services without outside agencies to include maintaining schedules as needed.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Anatomy, physiology, and medical terminology.
- Principles and practices of radiological examinations.
- Principles, practices and techniques for patient examination and testing.
- Radiology equipment, use of, maintenance and care of.
- Routine infection control procedures and practices.
- Proper techniques for documentation of examination and treatment information.
- ALARA practices and principles.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Records management principles and practices.
- Computer software utilized by the clinic.

Skill in:

- Adherence to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Performing radiology procedures in a safe and effective manner.
- Performing radiology procedures consistent with ALARA practices and principles.
- Use and maintenance of radiology equipment.
- Safety practices related to radiological examinations and equipment.
- Preparing clear and concise reports, records of work, and other written materials.
- Using software applications related to duties.
- Using tact, discretion, and prudence in dealing with customers and co-workers.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**Cover Letter**

**Professional Resume**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**