



# GEORGIA CANCER SPECIALISTS

## GCS JOB POSTINGS August 24, 2010

POSITION	LOCATION	DUTIES/REQUIREMENTS
<b>Clinical Research Coordinator</b>	<b>Northside</b>	Responsible for the coordination of all aspects of care for patients participating in research clinical trials, including patient eligibility determination and case reporting in accordance with regulatory requirements. Two years oncology nursing experience. Prefer an additional two (2) years oncology research experience.
<b>Medical Assistant</b>	<b>Canton; Fayetteville; Griffin</b>	Assists clinical staff in initiating and directing patient flow through clinic and providing patient care as directed by nursing staff. Certification from an accredited program for Medical Assistants. One year experience as a medical assistant.
<b>MLP</b>	<b>Macon; Mountain Region; Region B/Stockbridge</b>	Responsible for direct patient care as an interdisciplinary team member of GCS both in the inpatient and outpatient care setting. The MLP is responsible for indirect patient care through patient and family education activities. Graduate of a Master's Level Nurse Practitioner (NP) or Physician Assistant (PA) Program. Current certification by a national PA or NP certifying body. Current licensure by the State of Georgia as a NP or PA. Oncology experience preferred.
<b>MT/MLT</b>	<b>Fayetteville; Oconee;</b>	Previous experience in a medical laboratory. Conducts routine lab tests in diagnosis and treatment of patients and, collection and handling of specimens if needed. Successful completion of a MT/MLT program with proof of certification with ASCP, AMT, NCA, HEW.
<b>Pharmacist</b>	<b>Retail Pharmacy-Center Point</b>	Responsible for the day-to-day pharmacy operations and verification of all new (C1,D1) orders for chemotherapy. Assist in the coordination of drug information services for GCS. BS in Pharmacy, RPh. with an active Georgia license. Knowledge and experience in retail pharmacy operations. Prior experience in a community oncology practice a plus.
<b>Pharmacy Tech</b>	<b>Stemmer</b>	2 years experience mixing chemotherapeutic agents. Performs all functions designated as duties of a Pharmacy Technician and I.V. Technician.
<b>PSR</b>	<b>Kennestone</b>	Responsible for performing day-to-day front office operations of the clinic. One year of medical experience or two years of secretarial office experience. Must be detail oriented and a team player. High school diploma or equivalent.
<b>RN</b>	<b>Hilandale/Rockdale(float) Gwinnett; Stemmer</b>	Applies principles, methods, and techniques of professional nursing to provide ongoing patient care. Strong oncology background. Must be assertive, self-motivated, self-directed and able to function independently. Current licensure and certification by the state of Georgia to practice as a certified RN. One year of professional nursing experience in oncology or equivalent combination of education and nursing experience.
<b>Precert/Referral Specialist(2)</b>	<b>Annex</b>	Knowledge of medical terminology and medical coding. Knowledge of hospital and insurance agency operating procedures. Knowledge of governmental legal and regulatory provisions related to specific duties. 1 year pre-certification and referral experience in a health care organization, hospital or physician based practice. High School diploma.



DIVISION	POSITION	LOCATION	DUTIES/REQUIREMENTS
<b>Longleaf Hospice</b>	<b><i>Administrative Assistant</i></b>	<b><i>Long Leaf Hospice</i></b>	Provides assistance to Executive Director and Clinical Director preserving confidential nature of all information. Answers telephone inquiries and directs them appropriately. Assist with payroll and timekeeping duties. Keeps Medicare and Medicaid manuals up-to-date. Responsible for maintaining administrative and clerical files. Maintains current patient statistics utilizing the Management Information System. Performs other duties assigned by the Executive Director or the Clinical Director. Minimum of two years experience preferably in hospice or healthcare, or graduation from a one or two year business college preferred.
<b>Longleaf Hospice</b>	<b><i>PRN (various clinical positions)</i></b>	<b><i>Metro Atlanta</i></b>	

For position consideration or referral of other qualified applicants, please forward internal applications **and** resumes to: HR, Annex Building; Fax: 770-496-9496