

**JOB ANNOUNCEMENT
(INTERNAL/EXTERNAL)**

POSITION INFORMATION

Job Title:	Radiation Oncology Manager		
Division:	Support Services	Department:	Radiation Oncology
Reports to:	Director, Support Services	Classification:	Regular, Full Time
Opening Date:	February 22, 2019	Closing Date:	March 1, 2019

ANTICIPATED WORK SCHEDULE

(Hour of operation and schedule subject to change)

**Department
Hours of
Operation**

Schedule Schedule is subject to change dependent on rotational shifts and hours of operation.

BASIC PURPOSE OF THE JOB

Under the direction of the Director of Support Services and the Department Chair for Radiation Oncology, responsible for daily management of the department; oversight of the daily outpatient clinical functions; coordinates radiation therapy support and nursing staff.

QUALIFICATIONS

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|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minimum Education | <ul style="list-style-type: none">▪ Bachelors degree in biology, physical sciences, or related field▪ Graduate from accredited school of Radiation Therapy Technology school. |
| Minimum Work Experience | <ul style="list-style-type: none">▪ Three – Five year of experience as a practicing radiation therapist▪ Two – Three years of experience in a supervisory role |
| Required Licenses / Certifications | <ul style="list-style-type: none">▪ R.T ARRT Registry |
| Required Skills, Knowledge and Abilities | <ul style="list-style-type: none">▪ Possess desired clinical skills in radiation-oncology.▪ Excellent verbal, written, and presentation and negotiation skills.▪ Proven supervisory skills▪ Demonstrated leadership skills. |

OVERVIEW OF JOB RESPONSIBILITIES

1. Meets radiation oncology operational and financial standards by contributing information to strategic plans and reviews.
2. Supports patient care by resolving treatment plan issues with physicians, physicists, and treatment staff; establishing and maintaining quality assurance program for treatment and clinic functions.
3. Provides a safe environment by monitoring radioactive exposure of staff and patients and radium loading and handling; maintaining treatment charts and radium records.
4. Serves and protects the hospital community by ensuring adherence to professional standards, hospital policies and procedures, federal, state, and local requirements, and The Joint Commission (TJC) standards.
5. Stays in tune with the organization and hospital environment.
6. Provides radiation therapy treatment to patients.
7. Attends conferences, network with specialized search firms, visit schools, expand knowledge to proactively source and prepare the future workforce.
8. Manages the human resource aspect of the department; liaises with the HR Department on employee needs.
9. Follows all organization and department or unit policies and procedures.
10. Assures quality services and promotes positive employee relations.
11. Effectively communicates departmental, organization and industry information to staff.
12. Attends all required safety training programs and can describe his or her responsibilities related to general safety, department/service safety, and specific job-related hazards.
13. Responsibly follows the Hospital Exposure Control Plans/Bloodborne and Airborne Pathogens.

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14. Demonstrates respect and regard for the dignity of all patients, families, visitors and fellow employees to ensure a professional, responsible and courteous environment.
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 16. Promotes effective working relations and works effectively as part of a department/unit team inter and intra departmentally to facilitate the department's/unit's ability to meet its goals and objectives.

*Complete job description provided upon employment.
