

**T.H.E. CLINIC, INC.**  
**JOB DESCRIPTION**

*POSITION:*                **X - Ray Technician**  
*DEPARTMENT:*        Medical Unit  
*STATUS:*                Part-Time, Exempt

**Position Summary:**

We are seeking a qualified X-Ray Technologist to join our team. You will play a vital role in providing high-quality patient care by performing diagnostic X-ray procedures. Collaborate with members of the radiology and health care team to promote total patient care.

**Essential Duties and Responsibilities:**

- Perform X-ray examinations on patients according to physician orders.
- Prepare patients for radiologic procedures. Escort patients to dressing and x-ray rooms, provide verbal and/or written instructions and assist patients in positioning body parts to be radiographed. Explain procedures and observe patients to ensure patient care, safety and comfort during scan.
- Ensure proper positioning of patients for clear and accurate images.
- Operate X-ray equipment safely and efficiently.
- Adhere to all safety protocols and infection control procedures.
- Provide excellent customer service to patients and colleagues.
- Perform document management activities like maintaining patient records and updating them after each patient visit.
- Ensure radiologic equipment remains in working order. Report equipment malfunctions to Practice Manager or supervisor.

**Education and Qualifications**

- California State X-Ray Certification
- Minimum 1 year of experience
- Excellent communication (oral and written) and interpersonal skills.
- Ability to work with all levels of management.
- Ability to work effectively and collaboratively.
- Ability to handle and track details and verify accuracy.
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Provide strong customer service to staff and community.

- Advanced computer skills, including word processing, spreadsheet, email, etc. Experience using electronic health records preferred.
- Fluency in Spanish highly desirable.

### **Physical Demands**

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

While performing the duties of this job, the employee is regularly required to stand, sit, talk or hear. The employee is occasionally required to use hands to handle, or feel objects, keyboard or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Job Description Disclaimer**

This position requires compliance with Health Center's written standards, including its Standards of Conduct and policies and procedures ("Written Standards"). Such compliance will be an element considered as part of the *Registered Dental Hygienist in Alternative Practice's* regular performance evaluation.

Failure to comply with Health Center's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center's Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center's Compliance Program Policy and Procedure