



## Administrative Positions

### STEP 1 8TH GRADE - HS/GED

**Transporter**  
DUTIES: Transports patients, equipment, supplies.  
AVG. HOURLY WAGE: \$10.50

**Food Service Assistant**  
DUTIES: Prepares and serves food to patients, staff and visitors.  
AVG. HOURLY WAGE: \$9.35

**Environmental Services Assistant**  
DUTIES: Performs a variety of cleaning functions.  
AVG. HOURLY WAGE: \$9.55

### STEP 2 HS/GED

**Unit Clerk**  
DUTIES: Provides administrative support to the patient care unit.  
OTHER REQUIREMENTS: Six months to one year prior healthcare office or medical records experience.  
AVG. HOURLY WAGE: \$10.50

**Medical Records Clerk**  
DUTIES: Maintains, processes and completes medical records.  
OTHER REQUIREMENTS: Six months to one year medical secretarial or medical records experience.  
AVG. HOURLY WAGE: \$11.50

**Receptionist**  
DUTIES: Greets visitors, provides directions, telephone coverage and performs clerical tasks.  
AVG. HOURLY WAGE: \$11.50



## Patient Care Positions

### STEP 3 HS/GED+

**Departmental Secretary**  
DUTIES: Performs secretarial and clerical functions of the department.  
OTHER REQUIREMENTS: Type 40 wpm; spreadsheet and word processing skills; prior office experience.  
AVG. HOURLY WAGE: \$14.98

**Patient Registrar**  
DUTIES: Communicates with patients, families, physicians, quality review and insurance companies to obtain information and insurance verification to assure quality patient care and payment of hospital accounts.  
OTHER REQUIREMENTS: Six months to one year medical office experience.  
AVG. HOURLY WAGE: \$13.37

**Receptionist**  
DUTIES: Greets visitors, provides directions, telephone coverage and performs clerical tasks.  
AVG. HOURLY WAGE: \$11.50

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### STEP 4 HS/GED++ - AA

**Administrative Assistant**  
DUTIES: Performs variety of administrative and clerical tasks, coordinates projects and may oversee support staff.  
OTHER REQUIREMENTS: Two years of college preferred; prior office experience; proficient in word processing, spreadsheet applications; transcription.  
AVG. HOURLY WAGE: \$18.08

**Scheduling Coordinator**  
DUTIES: Performs scheduling, preauthorization and administrative activities for patients.  
OTHER REQUIREMENTS: Three years of administrative or clerical experience in healthcare setting; knowledge of insurance coverage.  
AVG. HOURLY WAGE: \$13.37

**Coding Specialist**  
DUTIES: Codes and abstracts data using ICD-9CM, CPT-4 and other applicable patient classification schemes.  
OTHER REQUIREMENTS: Completion of medical terminology, anatomy, physiology and coding courses in ICD-9-CM and CPT-4; certification or eligibility for certification as a Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), Certified Coding Specialist (CCS)- Physician (CCS-P) or Certified Professional Coder (CPC) preferred; prior health information management experience.  
AVG. HOURLY WAGE: \$21.81

### STEP 5 AA-BS

**Utilization Review Coordinator**  
DUTIES: Performs pre-admission, concurrent and retrospective medical record reviews.  
OTHER REQUIREMENTS: Licensed RN in Md., ABQURP certification preferred; NAHQ certification preferred; five years of acute care clinical experience; two years of experience in utilization management.  
AVG. HOURLY WAGE: \$26.33

### STEP 1 8TH GRADE - HS/GED

**Transporter**  
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AVG. HOURLY WAGE: \$10.50

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DUTIES: Prepares and serves food to patients, staff and visitors.  
AVG. HOURLY WAGE: \$9.35

**Environmental Services Assistant**  
DUTIES: Performs a variety of cleaning functions.  
AVG. HOURLY WAGE: \$9.55

### STEP 2 HS/GED

**Nurse Extender**  
DUTIES: Under the direction of a registered nurse, provides a variety of environmental, nutritional, clinical support and transportation services and activities to promote patient comfort and satisfaction.  
OTHER REQUIREMENTS: Certified nursing assistant license in Md.; six months of acute care experience; training that teaches the following skills: IV starts; EKGs; Foley catheters; blood drawing; oxygen therapy; NG tubes; suctioning; drain management; wound care.  
AVG. HOURLY WAGE: \$12.74

**Nursing Assistant**  
DUTIES: Under the direct supervision of a registered nurse, performs delegated patient care functions of an uncomplicated nature.  
OTHER REQUIREMENTS: Nursing assistant certification in Md.  
AVG. HOURLY WAGE: \$11.51

### STEP 3 HS/GED - AA

**Licensed Practical Nurse**  
DUTIES: Under the direct supervision of a RN, provides direct patient care for an assigned group of patients.  
OTHER REQUIREMENTS: Graduation from a practical nursing education program approved by the State of Md.; current Md. license.  
AVG. HOURLY WAGE: \$20.68

**Medical Assistant**  
DUTIES: Obtains accurate patient information and creates a positive office image by responding professionally to all patients, staff and other customers.  
OTHER REQUIREMENTS: One year of medical office experience; basic computer experience.  
AVG. HOURLY WAGE: \$13.76

### STEP 4 AA-BS

**Registered Nurse**  
DUTIES: Assesses, plans, implements and evaluates nursing care of patients from admission through discharge.  
OTHER REQUIREMENTS: Valid Md. RN license; some previous related clinical experience may be required.  
AVG. HOURLY WAGE: \$30.61

For more information, contact  
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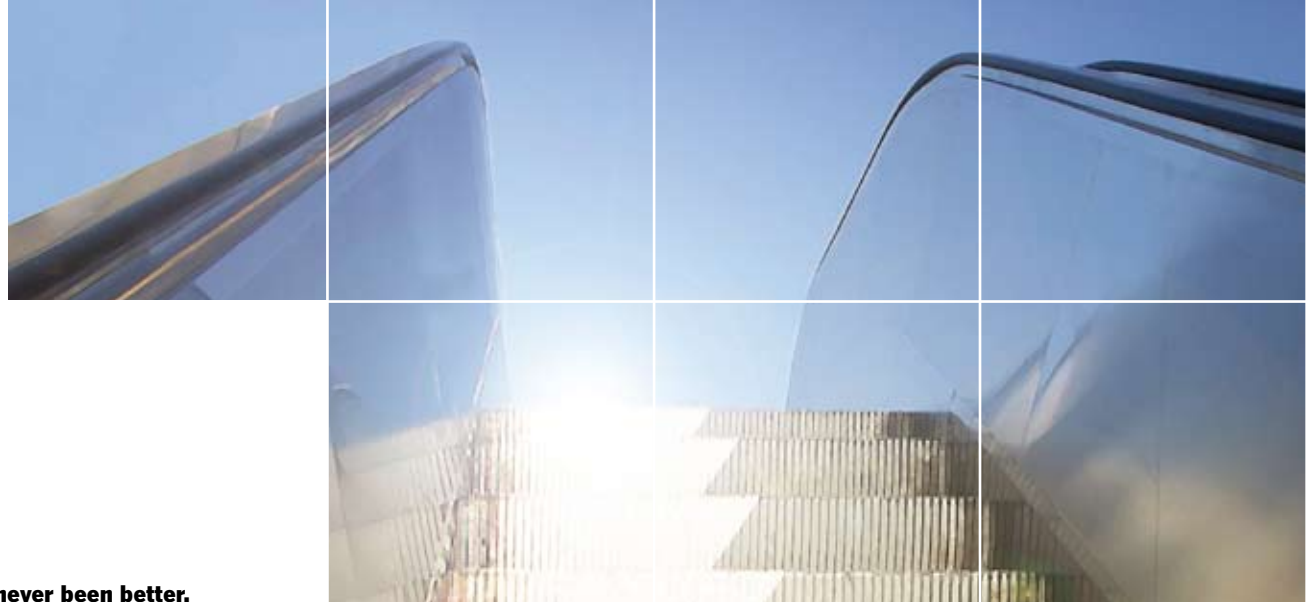
INCREASING LEVELS OF SKILL AND/OR EXPERIENCE REQUIRED



## MAPPING YOUR CAREER IN HEALTHCARE

A Step-by-step Guide to Career Advancement





## A Bright Future

### Opportunities for careers in healthcare have never been better.

As the nation's largest industry, healthcare provides more than 13.5 million jobs for people working in hospitals, medical offices, laboratories, nursing care facilities, pharmacies and in a variety of other settings. Job growth nationally is expected to be strong in coming years, and projections for Maryland show the addition of more than 38,000 healthcare jobs between now and 2012.\*

In Baltimore, healthcare is the city's largest employment sector and, like many other urban centers, it also has a critical shortage of qualified workers. Skilled positions such as nursing assistant, nurse extender, surgical technician, respiratory therapist, radiology technician, lab technician and pharmacy technician all offer good wages and strong opportunities for advancement, but high vacancy and turnover rates persist in these jobs. To address the shortage, the Baltimore Alliance for Careers in Healthcare developed an educational initiative called Career Mapping that provides career track information to connect city residents with skilled jobs and careers.

## Career Mapping

Career mapping is simply a "road map" that lists major jobs within an organization and outlines their required qualifications for employment. This visual overview provides information about career opportunities available in Baltimore hospitals and the education and experience needed for career advancement or entry into a particular healthcare occupation.

## Who Uses Career Maps?

Virtually anyone can benefit from career mapping. Whether you have not yet attained a high school diploma or GED or if you are a college graduate, career maps can provide a pathway to rewarding careers in the health professions. If you are already employed and want to advance or move into another healthcare occupation, mapping will give you the basics — job duties, rate of pay and education requirements.

\*Sources: U.S. Dept. of Labor; Md. Dept. of Labor, Licensing and Regulation



Technician Positions

STEP 2 HS/GED	STEP 3 HS/GED-AA	STEP 4 AA	STEP 5 AA+	STEP 6 AA-BS
<b>Sterile Processing Technician</b> DUTIES: Receives and processes reusable supplies and equipment; performs decontamination, cleaning, reprocessing and sterilizing duties. OTHER REQUIREMENTS: Certification in sterile processing is required or preferred; prior healthcare experience required or preferred, especially in central supply operations. AVG. HOURLY WAGE: \$12.68	<b>Surgical Technician</b> DUTIES: Performs variety of duties in the OR under the supervision of a RN, including scrubbing on all types of operative procedures, obtaining and preparing instruments and equipment and maintaining a clean and safe environment. OTHER REQUIREMENTS: Successful completion of a surgical technician training program that embraces standards for certification. AVG. HOURLY WAGE: \$15.21	<b>Radiologic Technologist</b> DUTIES: Performs diagnostic radiographic procedures used in diagnosis and treatment. OTHER REQUIREMENTS: Satisfactory completion of an AMA-approved program in radiologic technology; certified or registered by the American Registry of Radiologic Technology and licensed in Md. AVG. HOURLY WAGE: \$26.01  <b>Respiratory Therapist</b> DUTIES: Sets up, operates and maintains oxygen and other therapeutic gas and mist inhalation equipment and mechanical ventilation equipment to administer prescribed doses of medical gases and aerosolized drugs to patients with cardiopulmonary disease. OTHER REQUIREMENTS: Graduation from a JRCRTE-approved program in respiratory care; Md. certification. AVG. HOURLY WAGE: \$22.51	<b>Rad Tech with Modalities (Cardiac Intervention Tech, CT Tech, MRI Tech)</b> DUTIES: Performs specialized radiologic procedures. OTHER REQUIREMENTS: Satisfactory completion of AMA-approved program in radiologic technology; certified or registered by the American Registry of Radiologic Technology and licensed by State of Md. AVG. HOURLY WAGE: \$26.01	<b>Medical Technologist</b> DUTIES: Performs a variety of routine and special laboratory procedures; evaluates and reports results for use in patient diagnosis and treatment. OTHER REQUIREMENTS: ASCP preferred; one year of experience or internship preferred. AVG. HOURLY WAGE: \$22.58
<b>Transporter</b> DUTIES: Transports patients, equipment, supplies. AVG. HOURLY WAGE: \$10.50	<b>Inventory Management Clerk</b> DUTIES: Receives, ships, orders supplies and determines inventory levels. OTHER REQUIREMENTS: AMA inventory management and control certification; pallet mover certification; minimum two years' experience in inventory management. AVG. HOURLY WAGE: \$12.18	<b>Pharmacy Technician</b> DUTIES: Prepares, packages, distributes and delivers medications under the supervision of pharmacist. OTHER REQUIREMENTS: Successful completion of a pharmacy technician training program accredited by the American Society of Hospital Health System Pharmacists. AVG. HOURLY WAGE: \$11.51		
<b>Food Service Assistant</b> DUTIES: Prepares and serves food to patients, staff and visitors. AVG. HOURLY WAGE: \$9.35	<b>Radiology Film Clerk</b> DUTIES: Performs variety of functions to access, obtain and maintain radiology films and reports. OTHER REQUIREMENTS: Three months of prior clerical experience. AVG. HOURLY WAGE: \$11.50		<b>Medical Lab Technician</b> DUTIES: Conducts routine tests for use in diagnosis and treatment of disease and performs related duties. OTHER REQUIREMENTS: Completion of training program that embraces the standards for MLT certification. AVG. HOURLY WAGE: \$18.25	
<b>Environmental Services Assistant</b> DUTIES: Performs variety of cleaning functions. AVG. HOURLY WAGE: \$9.55	<b>Phlebotomist</b> DUTIES: Safely collects blood samples via venipunctures, heelsticks and finger sticks. OTHER REQUIREMENTS: Passed accredited course including clinical experience or have one year of continuous phlebotomy experience; phlebotomy certification preferred. AVG. HOURLY WAGE: \$11		<b>Physical Therapist Assistant</b> DUTIES: Under general supervision, performs patient care based upon treatment plan developed by licensed physical therapist. OTHER REQUIREMENTS: Graduation from AMA-approved program for physical therapy assistants; Md. license. AVG. HOURLY WAGE: \$21.03	

INCREASING LEVELS OF EDUCATION/TRAINING REQUIRED ▶

**Navigating Career Maps**  
 There are three categories of maps based on positions with similar job descriptions and qualifications in all hospitals — technician, administrative and patient care. Within each position category there are a series of steps as you read from left to right across the map. Generally, education, experience and salaries increase as you move right from Step 1 to higher steps that appear across the top of the page. Within a given step, there may be an increase in the experience and education/training that are required as you move from the bottom to the top of the page, although this is not true in all cases.

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The Baltimore Alliance for Careers in Healthcare is a nonprofit corporation formed in 2005 to address unemployment, underemployment and healthcare workforce shortage issues in Baltimore City by identifying healthcare career pathways leading to economic independence and training city residents to enter into and advance in them. As a workforce intermediary, the Alliance seeks to broker the collective capacities of the healthcare, nonprofit, philanthropic, governmental and educational organizations in Baltimore to address the city's significant healthcare workforce challenges.



INCREASING LEVELS OF SKILL AND/OR EXPERIENCE REQUIRED ▲