

The Transfer and Communication Center (CTaC) Coordinator assumes accountability for telephone and/or radio call intake as well as facilitating appropriate bed placement and/or transportation needs. The Transfer and Communication Center (CTaC) Coordinator communicates and collaborates with appropriate disciplines to facilitate efficient and timely assignments using defined policies and procedures to assure quality patient care and customer service. The Transfer and Communication Center (CTaC) Coordinator is also expected to support Carilion's hallmarks of service excellence and quality for all job responsibilities.

Education: High school graduate or equivalent.

Experience: Medical / clerical / unit / EMS experience in an acute care facility preferred. Typing and / or keyboarding proficiency required.

Licensure, certification, and/or registration: ***Current VA State EMS certification (minimum EMT-B level), required.*** BLS certification required. NAACS certification required within 1 year of hire.

Other Minimum Qualifications: Must demonstrate effective interpersonal, communication skills and strong team working skills. Must have the ability to function independently and demonstrate problem-solving skills. Must successfully complete orientation and maintain department specific competency validations for this position. ***Ability to operate complex phone/radio systems.***

Be at your best with an organization that equips you to do so—a designated Great Place to Work whose people unite in making lives better. At Carilion Clinic, we help communities stay healthy and our region grow stronger through compassionate care, medical education and research, and neighborhood outreach. As part of our team you can expect professional stability, strong technological resources, and the advancement potential of a regional leader.

Based in Roanoke, Virginia, we are an award-winning, community-based network of hospitals, primary and specialty physician practices, and affiliations with prestigious academic medical institutions. Explore how joining a regional leader can enhance your ability to learn, grow, and succeed.