

BOULDER CITY HOSPITAL
Jobs Available – May 1st, 2026

Department	Job Title	Open	Grade	Requirements
Administration	Admin Svc Supervisor	1	G	Associate’s degree or equivalent from a two-year college or technical school; or five years related experience supporting Officer or CEO and/or training, or equivalent combination of education and experience.
Admitting	Admitting Rep - PD	3	NA	Minimum of 2 years experience preferred
	Insurance Verifier-FT	1	D	High School Graduate or equivalent. Must have knowledge of ICD-9 Coding, HCPCS, CPT and modifiers required. Must have one year of clinic experience.
ED	RN - PD	1	NA	Minimum of 2 years nursing experience preferred, current NV Licensure and BLS required
LTC	RN/LPN – FT	3	H	Minimum of 2 years nursing experience preferred, current NV Licensure and BLS required
	RN/LPN - PD	1	NA	Minimum of 2 years nursing experience preferred, current NV Licensure and BLS required
	CNA – FT	2	B	Certified Nursing Assistant in the State of Nevada. Current BLS certification required.
	CNA – PD	3	NA	
MST	RN - PD	1	NA	Minimum of 2 years experience preferred, current NV Licensure and BLS required
OR	Surg Tech - PD	1	NA	Minimum of 2 years experience preferred, current NV Licensure and BLS required
PFS	Financial Counselor - FT	1	D	Must possess computer skills and knowledge of MS Office, Healthland, Caremedic, online insurance, online vendor applications, and other office equipment required for this position. High School Graduate or equivalent. Must have knowledge of applications for Medicaid and Clark County, hospital billing, contracts and collection procedures. Must have a minimum of two years collection experience in a hospital or medical office setting.
PHP	Mental Health Tech/Drive - PD	1	NA	Minimum of 2 years experience, Driver’s License
	LCSW - PD	2	NA	Minimum 2 years of experience as a LCSW, Current LCSW Licensure
PCC	Medical Assistant -PD	1	NA	High School Graduate. CMA required, BLS, Lab Assistant License
	Front Office Assistant – PD	1	NA	Recommended minimum of one year experience as a front office assistant in a medical

These positions are open until the date listed or until filled. Internal Job Bid forms are available in the Human Resources office.

Promotions/Transfers

Advancement within the Hospital via promotion or transfer is strongly encouraged. Boulder City Hospital considers its Employees to be its most valuable asset. In this regard, the Hospital would like to make each individual’s employment experience personally and professionally rewarding. The Hospital encourages Employees to make their professional goals known to their supervisor and to keep them aware of opportunities for advancement with the Hospital through these Job Posting announcements. Consideration for a transfer within the Hospital will be subject to the following conditions:

1. The Employee must possess the minimum qualifications required for the position to which a transfer is sought. (Job descriptions for these positions may be obtained in the Human Resources office). The Hospital, at its sole discretion and in the judgment of management, will choose a candidate whose qualifications, past performance, and potential best suit the responsibilities of the job.
2. The Employee must have completed his/her Introductory Period (90 days) and performed at a satisfactory level. In limited circumstances, a transfer or promotion may be allowed before the end of the Employee’s introductory period with the approval of his/her supervisor and/or H/R Director.
3. Transfers may be delayed for a reasonable period, based on the operational demands of the hospital.



4. When it is mutually advantageous to transfer personnel from one department to another, such transfer will require the approval of the supervisors of both departments involved and the respective Chief officers or H/R Director.
5. If the transfer to a new position involves a wage increase, prior approval must also be obtained from the hospital's HR Director.

Highlighted positions qualify for an employee referral bonus stop by HR for information!

