

JOB ANNOUNCEMENT (INTERNAL/EXTERNAL)

POSITION INFORMATION

Job Title: Unit Secretary
Division: Nursing Services **Department:** Emergency Department
Reports to: Nurse Manager, ED **Classification:** Regular, Full Time
Opening Date: 03/14/2019 **Closing Date:** 03/21/2019

ANTICIPATED WORK SCHEDULE

(Hour of operation and schedule subject to change)

Department Hours of Operation 24 hours per day, 7 days per week

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

BASIC PURPOSE OF THE JOB

The Unit Secretary—through communication, requisitioning and management of supplies and equipment—coordinates the activities of the nursing staff, the patient, the physician, other hospital departments, and visitors. This individual performs general receptionist and clerical duties to facilitate efficient functioning of the nursing unit.

QUALIFICATIONS

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|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minimum Education | ▪ High school graduate or equivalent. |
| Minimum Work Experience | ▪ Minimum two (2) years of administrative experience preferred.
▪ Experience in the healthcare setting preferred. |
| Required Licenses / Certifications | ▪ Current BLS certification |
| Required Skills, Knowledge and Abilities | ▪ Ability to communicate effectively and document information accurately.
▪ Ability to deal efficiently and effectively with a wide variety of individuals.
▪ Basic computer knowledge is required (Microsoft Office).
▪ Knowledge of basic medical terminology preferred. |

OVERVIEW OF JOB RESPONSIBILITIES

1. Performs customer service duties.
2. Uses computer to enter orders.
3. Accurately transcribes physician orders according to hospital policy and procedures.
4. Files reports in the patient's chart in appropriate areas.
5. Admits, transfers, and discharges patients.
6. Orders supplies and obtains services
7. 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
8. Responsibly follows the Hospital Exposure Control Plans/Bloodborne and Airborne Pathogens.
9. Demonstrates respect and regard for the dignity of all patients, families, visitors and fellow employees to ensure a professional, responsible and courteous environment.
10. 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.