



EMPLOYMENT OPPORTUNITIES

Employment Opportunities: Employees interested in any of the positions listed below should contact Human Resources. Request for Transfer forms are available in the Human Resource office. Other Interested applicants should submit an application on our web site at www.summithealthcare.net

Health Unit Coordinator

Shift: Varied **Hours:** Varied

GENERAL DUTIES:

Health Unit Coordinator

Responsible for operations of the nurses' station involving multiple simultaneous tasks to ensure the smooth and safe flow of information. Serves as the unit receptionist, switchboard operator, and general "go-to person" for nurses, patient care technicians, physicians, ancillary staff, outside agencies, and visitors.

EDUCATION AND TRAINING:

- High School diploma or equivalent (required).
- CPR Certification (required).
- Medical terminology (preferred).
- Telemetry monitoring (required for ICU and M/S; otherwise preferred).
- Computer experience (preferred).
- One year previous experience in a clinical setting (preferred).
- Health Unit Coordinator Certification (preferred).