



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. Interested employees will be given preference until the deadline for transfer requests.

Health Unit Coordinator

Shift: Varied **Hours:** Varied

GENERAL DUTIES:

The primary purpose of your job is under the direct supervision of the Charge Nurse, Clinical Coordinator, and the Emergency Services Director, to perform secretarial duties on the patient care unit while functioning as the focal communications source in the nursing station. Participates in continuous observation and monitoring of the patients electro-physiological heart activities. Assists others in maintaining a high standard of productivity, professionalism, and accuracy.

KNOWLEDGE SKILLS AND ABILITIES: Working knowledge of terminology. Able to demonstrate organizational skills and ability to prioritize job responsibilities. Demonstrates customer service skills. Knowledgeable and capable of performing unit secretarial duties. Able to accurately observe and recognize monitored cardiac rhythms and notify nursing staff of any alterations in rhythm, especially those that may be life-threatening. Able to accurately measure appropriate EKG intervals and interpret cardiac rhythms.

EDUCATION AND TRAINING:

High School graduate or equivalent with demonstrated ability to read, write, and comprehend medical terminology. Previous clerical/secretarial experience, hospital experience, or completion of training program preferred. Successful completion of a Basic EKG course within 6 months of hire date.