

**HARBOR REGIONAL HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER**

**UC-5E**

**Posting Date:** 10/20/22

**EMPLOYMENT OPENING**

**Department:** EMERGENCY DEPARTMENT

**Position Opening:** Ward Clerk

**Salary Range:** \$17.78 - \$28.92 per hour based upon union contract

*The benefit package available to employees, based on FTE status include: Competitive compensation; Health insurance; Prescription coverage; Dental; Vision; FSA health care and day care; Life & AD&D insurance; Short-Term & Long-Term disability; Employer 403b Retirement match; EAP-Employee Assistance Program; Tuition reimbursement*

**Position Summary:** The Emergency Department Unit Clerk works under the direction of the Nurse Manager, Charge Nurse, or Administrative Nurse Manager. The Unit Clerk will perform receptionist-secretarial duties of the Patient Care Unit while functioning as the focal communication source at the nurse's station.

**Job Requirements:** One year previous hospital experience as Unit Clerk or a graduate of an approved Unit Secretary program preferred; Completion of basic medical terminology program preferred; Highly organizational, interpersonal, and communication skills; Basic computer and keyboard knowledge and skills; Clear and legible handwriting; Manual dexterity to handle and operate equipment needed to perform Unit Secretary functions; Read and document on the medical record and use the computer with or without accommodation; Ability to execute assigned tasks and handle conflicts/emergencies in adverse situations successfully; Prepare and maintain records related to patient admission, discharges, test results and treatment.

**Time Schedule:** Full Time: \_\_\_\_\_  
Part Time: XX 0.3 FTE 6:00pm-6:30am  
Per Diem: \_\_\_\_\_  
Temporary: \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**APPLY NOW**

Or

Office is open to accept applications Monday through Friday 8:00am-4:30pm