



Example of Health Unit Coordinator Job Description

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Our company is growing rapidly and is hiring for a health unit coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for health unit coordinator

- Document communication in EPIC
- Transcribe written orders
- Maintain/order office supplies
- Assist in maintenance of unit statistics and in bed assignment process
- Perform clerical and receptionist duties for the unit
- Provide the first contact for patients and visitors in the unit, so customer service is a key role
- Assist the staff, nursing supervisor and unit manager in planning, implementing and evaluating the activities in the nurse's station
- Organize records
- Perform unit specific duties as appropriate
- Performs receptionist and support duties at the assigned unit

Qualifications for health unit coordinator

- 1-2 years experience as a receptionist/secretary preferred
- One (1) year of experience performing secretarial duties in healthcare or equivalent training in a recognized healthcare program
- One (1) year of post high school education
- Manual dexterity sufficient to perform the basic functions of the job
- Requires frequent computer entry and sitting
- Requires normal or corrected vision, hearing and speech