



Example of Unit Assistant Job Description

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Our innovative and growing company is hiring for an unit assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for unit assistant

- References/utilizes collective bargaining agreements as it relates to personnel transactions such as staffing, transfers, discipline, leaves, performance reviews and terminations
- Compiles and prepares reports, employment requests and documents pertaining to personnel actions such as employee status, salary, position, reappointment, and termination
- Monitors human resource information to ensure compliance and appropriate handling
- Ensures building access is granted and at the appropriate level for departmental employees
- Serves as a liaison between departmental personnel and vendors on human resources matters
- Performs and assist with other duties as assigned by supervisor
- Responds to the units assigned by pager call, all ERT, Rapid Response and Code Star calls
- Takes direction from the Registered Nurse in conducting activities that will enhance patient safety and wellbeing
- The primary purpose of the Unit Assistant is to perform clerical duties
- Daily Administration & Maintenance. Assist nurse in obtaining complete information on requisitions or consults

Qualifications for unit assistant

- Demonstrated ability to work both independently and collaboratively to evaluate clinical program and staff performance, to develop and refine standards of care, and to establish operational procedures and priorities
- This position requires some shift work and the ability to work overtime hours when required
- One (1) year of CNA experience, preferred
- General Knowledge normally acquired through obtaining a High School diploma
- Graduate of Certified Nursing Assistant Program or former experience in the capacity of an EMT, nurse assistant, orderly or adequate clinical experience as a student nurse