



# Example of Unit Assistant Job Description

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Our growing company is hiring for an unit assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for unit assistant

- Register patients upon arrival to the labor and delivery unit for either in-patient or out-patient service, which includes interviewing patient to secure current demographic information and preparing necessary documents
- Screen all visitors prior to admittance onto the labor & delivery/postpartum/NICU units
- Attend clerical station and perform clerical and reception duties
- Accountable for direct and indirect service rendered to patients and families under RN supervision
- Understands and demonstrates application of sterile technique in the role of surgical scrub technician
- Provides health sciences reference and research support and works collaboratively with faculty to plan and deliver course-integrated instruction
- Supervises support staff in Circulation
- Performing other specific duties and projects as assigned
- Ensuring the accurate and timely implementation of orders
- Responding to patient and family inquires in a professional manner

## Qualifications for unit assistant

- Requires frequent standing, walking, bending/stooping, kneeling, reaching and squatting
- A minimum of 2 years of strong related experience with proven experience in customer service, taking initiative and multitasking
- Work requires providing direct patient care assisting several departments

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- Work requires the ability to exchange information on factual matters
- Current CO CNA Certification