



# Example of Unit Assistant Job Description

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Our innovative and growing company is looking to fill the role of unit assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for unit assistant

- Filing Affidavits in various states quarterly and annual reports
- Maintain unit files
- Perform other specific duties and projects as assigned
- Complete month end inventory
- Complete month end accruals
- Enter goods receipts for raw materials
- Track operator time for payroll
- Create and evaluate datasets from SWOG trials to be posted to NCI archives or provided to external researchers
- Handle stressful situations and think on your feet to solve problems efficiently using good judgment and knowledge of internal systems and protocols
- Multitask and partner with clinical staff to ensure patients' needs are addressed efficiently

## Qualifications for unit assistant

- 1 Year Minimum experience in an acute facility as a CNA/Unit Assistant
- Basic Conversational Spanish
- Provides routine clerical and customer service support to unit staff
- Experience working 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

