



Example of Unit Assistant Job Description

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Our innovative and growing company is looking to fill the role of unit assistant. 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 unit assistant

- Works directly with Human Resources on worker's compensation, sick leave and short-term disability issues and payments
- Provides support to the multidisciplinary health care team to maintain and promote the standards of care and safety
- Provides assistance with transportation of patients, room turnover, equipment
- Has knowledge of operating room set-ups for various surgical procedures
- Maintains supplies at all times
- Recognizes when equipment needs repair and follows up with appropriate personnel or department
- Maintains a hazard-free environment by disposing of filled linen hampers and medical waste appropriately
- Full-time & part-time opportunities
- Competitive rates and NEW INCREASED shift differentials
- Tuition assistance with Nursing Development Program

Qualifications for unit assistant

- Candidates must have a current CPR/BLS Certification from the American Heart Association
- Previous experience assisting in direct patient care preferred
- Must have at least 3 years' experience as a unit secretary

assisting in direct patient care is preferred

- Must be registered with the MN Nursing Assistant Registry
- Multi-tasking and prioritization skills