



Example of Unit Coordinator Job Description

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

Responsibilities for unit coordinator

- Place orders for forms and other clerical supplies
 - Customer Service Support – Provides support to patients, Partners in Care, other family and guests
 - Coordinate and maintain departmental work flow by participating in decontamination, the inspection of instruments/trays, cleaning, assembling and packaging of surgical linens, surgical instruments, medical/surgical materials and equipment
 - Responsibilities also include use of bar code tracking systems via computer (SPM, Epic and Dove Tree)
 - Additional job activities include patient care support to the Operating Rooms, Clinics and specialty units, including, but not limited to, patient supply services, clerical support and related unit-support functions
 - Requisition supplies and equipment, maintenance and repair services
 - Monitor inventories and supplies
 - Collect and analyze data related to unit operational activities as directed by nursing management to include, but not limited to, personnel records, work hours reports, overtime reports, budget and expense reports
 - Interpret departmental and divisional policies and procedures and ensure unit compliance with established hospital, quality assurance, safety, and environmental policies for unit operations to exclude clinical care issues
 - Recommend various personnel actions including, but not limited to performance appraisals, staff schedules and disciplinary actions
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- Proficiency with MS Outlook & MS Office
- A hard working, motivated self-starter that works well as a unique part of a larger team
- Innovation and ability to grow revenue
- Ability to initiate marketing programs
- Manage Social Media platforms
- Use Photoshop and create signage