



Example of Unit Coordinator Job Description

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Our company is growing rapidly and is looking to fill the role of unit coordinator. 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 coordinator

- Maintain patient and employer confidentiality
- Physically able to perform the essential functions
- Prepare a variety of reports, memos, correspondence and related documents as required
- Identify and facilitate resolution of unit operational problems independently
- Train and instruct new personnel in proper procedures related to sterile processing
- Ordering furniture, utilities, phone, cable, high speed internet, house wares
- Unit Inspections
- Timely disposal of furniture and house wares, shut down of cable, phone, high speed internet and other utilities
- Provide excellent customer service and maintain open lines of communication with fellow co-workers, homeowners and Board of Directors
- Be knowledgeable of Association Rules and Regulations and ensure regulations are being followed

Qualifications for unit coordinator

- CPR (BLS through American Heart Association)
- Proven success in physician relationships
- Outstanding patient service skills
- Must be able to recognize the needs and behaviors of a variety of age groups

- Ability to work under time constraints and in stressful situations
- Ability to lead staff in emergent situations