

ASSISI HEIGHTS POSITION DESCRIPTION

DEPARTMENT: Healthcare Center

POSITION: Health Unit Coordinator

GENERAL SUMMARY

The Health Unit Coordinator is responsible for clerical and operational support under the direction of the Healthcare Managers. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Assure confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Maintains and updates Sister information necessary to order medications from Pharmacy.
- Assists Sisters in re-ordering of medications from the Pharmacy.
- Receives and logs prescription medication deliveries and prepares it for distribution.
- Coordinates with the Healthcare Managers to verify and distribute medication for Sisters outside of healthcare.
- Organizes and reconciles pharmacy invoices.
- Assists in scheduling appointments for Sisters residing on 2nd and 3rd Francis.
- Coordinates transportation and escort for Sisters going to appointments.
- Arranges appointments for designated residential Sisters and provides companions as determined by the Healthcare Managers.
- Collaborates with Volunteer Coordinator to identify need for Sister Companions.
- Prepares and updates treatment sheets and care plans as directed by the Healthcare Manager.
- Coordinates over the Counter (OTC) room operations with the Healthcare Managers.
- Orders, restocks and maintains HCC supply, equipment, and durable medical goods inventory.
- Maintains equipment inventories and schedules preventative maintenance or calls for repairs.
- Assists with the operation and cleaning of equipment, as directed by the Nurse Managers.
- Maintains on-call schedule for Healthcare.
- Provides billing invoices and statements to Accounting/Finance.
- Collaborates with Healthcare Managers to ensure budget goals are being met.
- Prepares schedules, calendars, creative signage, memos, Healthcare Center (HCC) newsletter and nursing forms.
- Orders supplies and maintains inventory for office, HCC and residential incontinence products.
- Performs record keeping, accounts payable and budget spreadsheets.
- Assists in updating the Academy Sisters' records.
- Distributes mail and other communications.
- Coordinates beauty shop appointments.
- Maintains inventory of Safety Data Sheets (SDS) for Healthcare Center.
- Assists in answering phones.

OTHER FUNCTIONS

- Participates in appropriate meetings in the Healthcare department.
- Performs other duties as assigned by the Healthcare Managers.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation.

QUALIFICATIONS

- Completion of Health Unit Coordinator course preferred or equivalent previous on-the-job-training required.
- One year experience or previous experience in a medical-related field is preferred.
- Knowledge of computers and peripherals.
- Knowledge of software, including but not limited to Microsoft Word and Excel.
- Skill in operation of various office practices.
- Knowledge of medical terminology.
- Ability to understand and follow written and verbal instructions.
- Ability to work independently and with others to support the overall functions of the department.
- Ability to organize and prioritize responsibilities.
- Ability to communicate effectively to various groups with excellent oral and written skills.
- Ability to maintain confidentiality.
- Ability to multi-task and establish workflow priorities on a continuous basis.

WORKING CONDITIONS

- Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Work requires use of computer keyboard and mouse.
- Extended periods of standing, walking and sitting may be required.
- Frequently requires objects weighing up to 25 lbs. to be lifted, pushed, pulled and/or carried and occasionally 50 lbs. with assistance.

ACCOUNTABILITY: Reports to Healthcare Managers

POSITION LEVEL: HCC-6

FLSA: Non-Exempt

DATE UPDATED: October 2021

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Manager: _____ Date: _____

Director or _____ Date: _____

Congregational Leadership