

ASSISI HEIGHTS POSITION DESCRIPTION

DEPARTMENT: Healthcare Center

POSITION: Health Unit Coordinator

GENERAL SUMMARY

The Health Unit Coordinator is responsible for clerical, clerical, supply, equipment and operational coordination and support utilized for the delivery of healthcare services under the direction of the Healthcare Managers and Director of Nursing. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Ensures confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Maintains and updates Sister demographic and medical information for the purpose of coordination of care for all Sisters at Assisi Heights
- Establishes business relationships with outside vendors for the purpose of ordering supplies and equipment
- Orders, restocks and maintains healthcare supply, equipment, and durable medical goods inventory
- Receives, verifies, logs and ensures appropriate delivery and storage of prescription and over-the-counter medication deliveries
- Maintains, reconciles, and organizes statements, packing slips, and invoices for all medication, supply and equipment orders
- Performs record keeping, accounts payable, and budget spreadsheets
- Accountable for the review of supply and equipment billing statements to ensure accuracy and provides invoices to the Business Office for payment
- Assists Sisters with the task of simple re-ordering of medications from the Pharmacy
- 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.
- Coordinates over the Counter (OTC) room operations with the Healthcare Managers
- Assists in scheduling appointments and transportation for Sisters residing on 2nd and 3rd Francis
- Arranges transportation for designated residential Sisters and provides companions as determined by the Healthcare Managers
- Identifies need for volunteers in healthcare, as directed by the Healthcare Manager
- Maintains on-call schedule for Healthcare
- Collaborates with Healthcare Managers and Director of Nursing to ensure budget goals are being met
- Produces and maintains calendars, creative signage, memos, Healthcare Center (HCC) newsletter and nursing forms at the direction of the Nursing Leadership Team
- Prepares and updates treatment sheets and care plans as directed by the Healthcare Manager
- Assists in the cleaning and organization of the nurse's station and supply room
- Orders office supplies and maintains inventory for healthcare
- Assists in preparation and organization of Sister Medical Records to go to Archives
- Distributes mail and other communications
- Coordinates beauty shop appointments
- Maintains inventory of Safety Data Sheets (SDS) for Healthcare Center
- Assists in answering phones
- Provides additional administrative support as directed by the Healthcare Managers or Director of Nursing

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, March 2023

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 _____ Date: _____

Of Nursing: