

Unit Coordinator

DEPARTMENT: Nursing

POSITION SUMMARY

The Unit Coordinator duties include, but are not limited to, assisting nursing, admitting and medical records clinical tasks. Duties and assignments may vary at the discretion of the Health Information Manager based on evaluation of facility needs.

POSITION RESPONSIBILITIES INCLUDE:

- Assists with admission process. Assures room is prepared and ready for new residents; completes quality assurance check list.
- Prepares admission chart with name, medical record number, physician name and ensures appropriate forms are available. Assists licensed nurse with related admission packet review and completion by resident, agent or responsible party.
- Transcribes new admission orders from source documents into the electronic health record and prints orders, medication, treatment, and/or any other forms required.
- Assists in processing resident inventory and resident orientation; completes quality assurance check on resident inventory.
- Maintains laboratory and diagnostic test scheduling and reviews daily to ensure test results have been received.
- Schedules and coordinates appointments with medical outside providers.
- Processes and files faxes and other written communication from physicians and ancillary services.

QUALIFICATIONS

Education:

High school graduation or G.E.D., and medical terminology course preferred. Current valid California Certified Nurse Assistant certification preferred.

Training and Experience:

Six months experience in providing nursing care or nursing unit support in a health care facility unit.

Knowledge and Abilities:

Possesses knowledge in performing personal care services in a skilled nursing facility. Has the ability to meet new and/or stressful situations with the appropriate responses, to work effectively as part of a healthcare team, to share information freely, to use and seek supervision and consultation verbally and in writing, and to follow both verbal and written instructions.

The final candidate must successfully pass The Reutlinger's post offer, pre-employment testing which includes a criminal background check, drug test, COVID test, TB screen test and health screen. All staff, except wait staff and dishwasher positions, must be at least 18 years of age.

The Reutlinger is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.