

UNIT SECRETARY IN WEXFORD, PA

SEEKING CANDIDATE TO PERFORM SECRETARIAL AND DIRECT PATIENT CARE DUTIES IN A HOSPITAL SETTING FOR A DESIGNATED UNIT INCLUDING MAINTAINING MEDICAL RECORDS, PERFORMING DIRECT PATIENT CARE FOR ALL TYPES OF PATIENTS.

ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at www.benderconsult.com.

HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit www.benderconsult.com/careers/submit-resume and complete the electronic form.

POSITION DESCRIPTION:

- Accurately documents vital signs, weights, I&O, restraints, specimen collection and all other treatments.
- Transcribes orders in accordance with policies and procedures subject to the approval of a licensed nurse. Asks for clarification when necessary.
- Performs clerical duties related to admission, transfer and discharge, maintenance of patient activities for the records, interdepartmental communications, and unit reception.
- Demonstrates effective communication (verbal and written) with patients, families, physicians and other healthcare team members regarding patient care.

QUALIFICATIONS:

- CPR certification.
- 1-3 years' patient care experience.
- Knowledge of medical terminology.
- Preferred previous unit secretary experience or graduate of an approved unit secretary program.
- Previous experience as a PCA or EMT, preferred.