# Unit Secretary

**Immediate Opening for Full-time opportunities:**

The primary purpose of your job position is to assist the Nurse Supervisor/Charge Nurse in their day to day recording and charting of medical or administrative information in accordance with current federal, state, and local standards, guidelines, and regulations that govern medical records, and as may be required by the Director of Nursing (DON), to ensure that our medical records are maintained in an informative and descriptive manner. As **Unit Secretary** you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

**Benefits of Full-Time Employment:**  
Comprehensive Health, Dental, and Vision coverage; short and long term disability; pension plans available to those who qualify.

Competitive salary and bonuses.

**Role and Responsibility:**

* Record medical and administrative information in accordance with our established charted and documentation policies and procedures.
* Maintain an up to date roster of residents for your assigned unit.
* Answer telephone, page calls; deliver messages to residents, etc., as necessary.
* Answer call light and respond to requests from the residents.
* Review Daily Care Records, Rehab Sheets, Treatment Records and Restraint Records for completion. Notify CNA of omissions. Report to Unit Coordinator if omissions are not corrected.
* Forward new diet orders and/or diet changes to the Food Service Director (Dietary Manager).
* Assist in arranging for transportation, packing residents’ belongings, escorting them to discharge/transfer area, loading, etc., as necessary.
* Other duties assigned as needed.

**Qualifications:**

* Must have strong organizational skills and people oriented.
* Must be flexible in willingness and ability to work beyond normal duty hours, including weekends, and in other situations as needed to meet the requirements of Magnolia Manor residents.
* Must have High School Diploma or its equivalent.