



<https://gracedale.org/job/unit-clerk-9a-to-5p/>

## Unit Clerk (9a to 5p)

### Description

The Unit Clerk functions as a clerical assistant to the Charge Nurse. Work involves various assignments requiring typing, computer usage, and the independent performance of procedural duties, with emphasis on the breadth and scope of the position's role in support of the Charge Nurse, and the ability to be accurate.

### SUPERVISION RECEIVED

This position reports directly to a Charge Nurse.

### SUPERVISION EXERCISED

This position is not responsible for the supervision of other employees.

### Responsibilities

Assumes responsibility for creation, maintenance, and organization of active resident medical records/charts.

Initiates all charts and forms appropriate to an admission. Checks charts for proper document sequence.

Orders all supplies for new admissions and transfers. Maintains inventory of new admit packets, bracelets, etc., to prepare for new admissions.

With assistance from a Certified Nurse Aide, inventories new residents' personal articles and clothing upon admission, transporting clothing to seamstress for labeling.

Prepares documentation for transfers and hospital returns. Ensures that all required documentation is included and all required signatures have been obtained.

Separates and organizes charts according to death/discharge status. Organizes and distributes inactive medical records to the Medical Records Administrator.

Creates, updates and maintains various logs, lists, and forms as directed by supervisor.

Updates resident census. Maintains, types, and updates residents addressograph cards and name bracelets.

Contacts medical department to schedule residents for clinics, x-rays, tests, hospital admissions. Maintains log of lab work, tuberculosis testing, and infection control reports of residents. Reports logged information as necessary to other divisions.

Verifies nursing personnel with house supervisor. Delivers twenty-four hour nursing reports to Nursing Supervisors.

Transports medical equipment to CSR as scheduled, according to prescribed schedule.

### Hiring organization

Gracedale Nursing Home

### Employment Type

Full-time

### Job Location

2 Gracedale Avenue, 18064-9213, Nazareth, PA

### Working Hours

9a to 5p

### Base Salary

\$ 30,222.00

### Date posted

October 19, 2022

### Apply

APPLY

Transcribes and sends resident meal selections according to prescribed schedule. Completes and maintains supplemental feeding order forms.

Answers telephone and intercom and responds to emails. Provides exceptional customer service by effectively communicating with visitors, residents, County staff, and staff from other medical offices and agencies by telephone, email, or in person. Adequately resolve visitors' issues, takes message, or directs visitors to appropriate staff able to provide assistance.

Pages/contacts personnel when requested.

Communicates between members of the health care team under the guidance of the professional staff. Initiates calls and/or emails to hospitals, clinics and doctor's offices for any necessary reports, such as X-rays, cat scans, etc. Communicates information received to supervisor.

Checks daily Therapeutic Recreation activities and informs staff at report.

Reports emergent situations, such as medical, fire, disaster, security alert, etc.

Maintains inventory, checking office, medical, weekly, and daily supplies from storeroom, CSR, and dietary, ordering supplies when necessary.

Establishes and maintains files in alphabetic, chronological, numerical or other order. Retrieves requested materials from files. Signs, date-stamps or otherwise identifies and/or controls files. Copies charts or forms necessary for transfer and delivers or receives from other divisions or outside agencies.

Upon request, provides information according to HIPAA guidelines.

Carries out interdepartmental errands.

Receives mailed correspondence and distributes to appropriate parties or residents.

*\*An employee assigned to this title shall perform a majority, but may not perform all, of the duties listed in this job description. Conversely, minor level duties performed on the job may not be listed. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### **Qualifications**

**EDUCATION & EXPERIENCE** – Completion of a high school, or general equivalency, diploma; **AND**

At least six (6) months of general clerical work experience; **OR**

At least one (1) year of work experience in a medical setting; **AND**

Must complete Feeding Program training.

**OTHER REQUIREMENTS** – Applicants must be fully vaccinated against COVID-19, and present valid proof of vaccinated status, in order to be eligible for hire at Gracedale Nursing Home. According to the Centers for Disease Control (CDC), people are considered fully vaccinated two (2) weeks after their second dose in a 2-dose series (such as Pfizer or Moderna vaccines), or two (2) weeks after a single-dose vaccine (such as Johnson & Johnson's Janssen vaccine).

Upon hire employee must have a drug screening and COVID-19 testing. Employees may also be periodically tested for COVID-19 as required or recommended. In addition, Gracedale Nursing Home will follow The Centers for Medicare & Medicaid Services (CMS) requirements with regard to booster(s) needed for workers in health care settings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Basic knowledge of clerical practices and procedures and the ability to use standard office equipment.

Knowledge of computers and computer software, including Microsoft Office, with the ability to apply this aptitude in word processing and Word document merging.

Knowledge of proper records management, retention of records and cataloguing of files.

Knowledge of the organization of a medical facility.

Knowledge of proper procedures during emergencies.

Excellent communication and interpersonal skills with the ability to listen effectively, respond appropriately and maintain mutual comfort level while relating to a diverse clientele, both verbally and in writing.

Excellent time management, prioritization, and multitasking skills, along with the ability to maintain sufficient flexibility to respond to immediate demands.

Ability to establish and maintain filing and other recordkeeping systems.

Ability to maintain confidential and sensitive information.

Ability to learn and use medical terminology.

Ability to handle stressful situations, including emergencies.

Ability to function in an environment with frequent distractions.

Ability to maintain a neat, stocked work area.

Ability to establish and maintain effective working relationships with associates, other facility staff, patients and their visitors.

Ability to communicate effectively verbally and proficiently in writing with residents, families, other agencies and County employees.

Ability to read, write, speak, understand and communicate in English at a proficient level in order to perform the duties of this position.

Ability to add, subtract, multiply and divide in order to perform the functions of the position.

### **General Info**

#### **TOOLS AND EQUIPMENT**

Telephone, computer (including Microsoft Office applications and other specialized software), addressograph machine, paper punch, copy machine, computer, printer, fax machine and other related job items.

## **PHYSICAL DEMANDS**

While performing the duties required of this position the employee is frequently required to stand, walk, sit, talk and hear. Employee must be able to use hands to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms. Employee must be able to effectively read and write reports, patient records, physicians' orders, etc., and to hear and speak clearly with other individuals both in person, and over the telephone.

The employee must occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works primarily in a patient care environment. The noise level in the work environment is usually quiet, but may vary.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview and reference check as well as job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**FLSA STATUS: FLSA NON-EXEMPT (ELIGIBLE FOR OVERTIME)**

**DESIGNATION: CAREER SERVICE**

**PAY GRADE: GU-03**

**UNION STATUS: AFSCME GRACEDALE**

## **Job Benefits**

**Full-time employees of the County of Northampton are afforded a package of benefits which includes the following:**

Medical Insurance  
Vision and Prescription  
Dental  
Life Insurance  
Retirement

### **I. Medical Insurance**

Coverage begins for the employee the first of the month following full-time employment for employees and their eligible dependents. Cost to the employee to participate in the plans varies by the coverage selection and number of dependents; and may be subject to collective bargaining, if a union member. The employee may also elect to opt out of the County's medical insurance if proof of coverage through the spouse's employer is provided. Under this arrangement, the employee is provided with an annual \$1,500.00 opt out payment.

## **II. Vision and Prescription**

Coverage begins for the employee the first of the month following full-time employment for employees and their eligible dependents. Copayments may vary, subject to collective bargaining, if a union member. Coverage under the vision plan varies and depends upon the employee's choice of doctor and frame selection.

## **III. Dental Coverage**

Coverage begins for the employee the first of the month following full-time employment for employees and their eligible dependents. Copayments may vary, subject to collective bargaining, if a union member.

## **IV. Life Insurance**

A life insurance policy is afforded to full-time employees beginning on the first day of employment, unless specified differently in a collective bargaining agreement. It remains in effect as long as the employee is actively employed and terminates upon resignation or retirement. \$20,000 is afforded to all eligible employees.

## **V. Retirement**

All full-time employees and part-time employees working more than 1000 hours per year qualify for County of Northampton retirement benefits, in which employees must contribute 5% of their earnings, and employees may choose to add additional voluntary contributions, not to exceed an additional 10%. Additionally, employees may participate in an optional deferred compensation plan [457(b)] which may provide present tax advantages and future retirement savings. Such arrangements are made directly with the providers and the County will administer payroll deductions only.