

Richland County

Position Description

Position Title: Unit Clerk

Department: Nursing

Reports to: RN Manager

Pay Grade: 9 E

Date: 09/14/2024

Hours per week: 40

Purpose of Position

Responsible to perform accurate and timely clerical, administrative and customer service work maintaining unit workflow, data and records and assisting residents.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains residents' paper and electronic charts, including importing documents and filing paperwork.
- Assist outside agencies (Pharmacy, Northwest Respiratory Services, Tride Care (x-ray), LTC Dental, HealthDrive and other organizations to get services completed. May assist with proper paperwork for billing, assist a resident with identifying their needs or helping keep track of vaccinations.
- Maintain supplies.
- Answers unit phone calls provide information, takes messages, refers to appropriate person.
- Responsible to keep forms updated and accessible including 24 Hour Report, Report Sheets, Group Sheets, and maintaining file drawer.
- Maintains schedule of residents' weights in accordance with individual care plans. Informs supervisors of weight changes or problems.
- Schedules medical appointments and transportation for residents. Performs transports using facility van when needed to appointments, ER, and behavioral center.
- Prepares for physician rounds and provides data and information to physicians.
- Assists with admissions prepares chart, reviews, and imports admissions paperwork, enters orders, transports, ensures room is set up, types care plans, assigns resident groups, adds to weight schedule, etc.
- Prepares a wide variety of paperwork and forms.
- Assists with audits.
- Assists with computer setups and assists co-workers with computer system problems and use.
- Stocks supply rooms.
- Assists with CNA duties when short-staffed.
- Participates in trainings and meetings.
- Performs other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and relevant vocational/technical school training and one year clerical experience, preferably in a medical setting; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. CNA Certification and valid Driver's License.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge, and Abilities

- Knowledge of modern office procedures, equipment, and software.
- Knowledge of medical terminology.
- Experience and skill with Microsoft Office Suite and computer data entry.
- Ability to prepare reports and records.
- Ability to work under limited supervision with general autonomy in achieving objectives.
- Ability to use moderate analytical ability to select, evaluate and interpret data.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an indoor medical setting.
- Work is primarily light duty with the ability to lift, carry or push up to 50 pounds.
- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, bloodborne pathogens, and disease. This exposure may cause some discomfort and presents a risk of injury.
- This position may be occasionally exposed to mental effort and stress as well as angry or confused persons.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date