

POSITION OPENING

POSITION: UNIT SECRETARY WITH MEDICAL ASSISTANT OR NURSING ASSISTANT CERTIFICATION	STATUS: FULL TIME PART TIME
DEPARTMENT: EMERGENCY DEPARTMENT	HRS/PAY: FT – 75.0 PT - VARIES
SUPERVISOR: GARY CARNAHAN, RN	JOB GRADE: C-5

RESPONSIBILITIES

A full and part time position is available in the Emergency Department for a CMA or CNA/Unit Secretary. The full time position will primarily be 4:00PM – Midnight and the shifts will vary for the part time position. Weekends and holidays are required as scheduled. Individual will be responsible for assisting physicians and advanced practice providers with basic patient care responsibilities, clerical, environmental and organizational duties.

Position requires certification in either medical assistant or nursing assistant. **LPN candidates would meet the qualifications of this position but, if interested, would need to recognize that this position involves both clerical and clinical duties. Based on the duties associated with the position, it is paid at the Job Grade associated with a Certified Medical Assistant.** One to two years experience preferred. Demonstrated ability to take direction and provide flexibility in work duties as needed for quick changes in tasks. Proficient computer skills required. Position requires strong organizational skills with excellent communication and interpersonal skills required due to frequent interactions with physicians, staff, patients, and other customers.

PHYSICAL DEMANDS

Maximum push-pull force of up to 50 lbs. Proper usage of body mechanics required when assisting patients in transfers, walking or dressing.

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start:	As Soon As Possible
Posting Period:	09/12/2025 – 09/16/2025
Application Deadline:	Noon: 09/17/2025