

POSITION OPENING

POSITION:	UNIT SECRETARY	STATUS:	FULL TIME
DEPARTMENT:	MED/SURG UNIT	HRS/PAY:	75.0 HRS (FT)
SUPERVISOR:	JENNIFER ELICK, MSN, RN/ NURSE MANAGER	JOB GRADE:	C-2

RESPONSIBILITIES

A full time position is available on Med/Surg. Hours will vary between day shift (6A - 3P) and the evening shift (2:30P -11:30P), with hours primarily on the evening shift for this position. Responsibilities include working every other weekend and holidays as scheduled.

Typing and/or computer skills required with a thorough knowledge of medical terminology necessary. Position requires strong organizational skills and demonstrated maturity. Excellent communication and interpersonal skills required due to frequent interactions with staff, patients, other departments, physicians and outside organizations.

Physical demands: Sitting much of the time on duty. Must be able to manually push and pull medical equipment as necessary. Maximum push-pull force of 50 lbs. Required to occasionally assist in transferring or transporting patients as requested by the Nursing Supervisor or Med Surg nursing staff.

JOB DESCRIPTION

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 Kristen Price, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 09/17/2026 - 09/21/2026

Application Deadline: Noon: 09/18/2026