

Forum

H E A L T H

Job Posting

Job Title	UNIT TECH #10-1750A
Posting Date/Time	Friday, July 23, 2010
Closing Date/Time	Friday, July 30, 2010 12:00 PM
Group	Non Union <input type="checkbox"/> Union <input checked="" type="checkbox"/> Bargaining Unit TMH AFSCME 2804
Campus	Trumbull Memorial Hospital
Company	Trumbull Memorial Hospital
Department	NURSING - 3 SOUTH/4NORTH
Shift	PRIMARILY 10:00PM - 6:30AM OR AS SCHEDULED 6AM - 2:30PM; 2:00PM - 10:30PM WITH WEEKEND/HOLIDAY ROTATION
Hours per week	16 HOURS OR AS SCHEDULED
Wages	A10
Job Summary	Responsible to Forum Health for supporting the corporate mission, vision and values. Responsible to Nursing Department for assisting the nursing staff by performing specific patient care activities, unit order activities and all clerical functions performed on the unit. Responsible to the customer for courteous, accurate, timely service.
Qualifications	High school graduate or GED required. Technical or vocational training in secretarial skills required. Vocational or technical training as a nursing assistant preferred. Previous two years experience as a unit technician or related duties preferred. Broad knowledge in secretarial skills and medical terminology. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Basic personal computer skills including electronic mail and word processing.
Apply with completed job bid form (and resume if possible) to:	Darlene Pitzer HR - TMH by interoffice mail or (330) 841-9315 by fax*. Application for Job Bidding must be received in Human Resources by the closing date and time of the posting. *If faxing, please forward original by mail.

Forum Health is an Equal Opportunity Employer