

**Job Reference #:** 10-417  
**CSO ID#:** 9722  
**Post Date:** 08/02/2010

## **JOB INFORMATION**

**JOB TITLE:** Health Unit Coordinator - 10-417

**Job Location:** Fairview MI (Northern MI area)

**Position Type:** Full-Time

**No of Openings:** 1

**Hours per week:** Full-time

**Wage/Salary:** Hourly Wage

**Benefits:**

**Job Description:** Nursing Home Nursing Desk duties of assembly/break-down of charts, telephone work, lab slips, diet sheets, ordering of supplies, charting of vitals, visitor interaction.

**Qualifications:** Satisfactory completion of Health Unit Coordinator program, gentle and friendly personality, excellent time management skills, love of the elderly, communication skills, proper grammar and good spelling.

**Application Deadline:** 08/16/2010