



FRANCES MAHON DEACONESS HOSPITAL

POSITION OPENING

- TITLE:** Health Unit Coordinator
- HOURS:** Full-time Position; 12 hour rotating shifts.
- REQUIREMENTS:** High School Diploma or GED. CNA Certification and/or six months related experience preferred. **CPR required.**
- DUTIES:** Qualified applicant will greet all individuals coming into the unit and provide any directions or information needed. Manage unit communication systems and communicate effectively to all members of the healthcare team. Register patients, obtain insurance information, and maintain patient's medical records upon admission and discharge. Demonstrate ability to help with patient care in the ED as needed. Other various duties as needed.
- FMDH is an Equal Opportunity/Affirmative Action Employer.
Please contact the HR department at (406) 228.3662 for more information.