



## JOB VACANCY NOTICE

Human Resources –Building 6

2601 Ocean Parkway

Brooklyn, New York 11235

E-mail: [CIHumanresouces@nychhc.org](mailto:CIHumanresouces@nychhc.org) Fax: (718)616-4448

**Job Title:** Clerical Associate II

**Hire in Rate:** \$15.15 (Employees new to HHC)

**Department:** Nursing/Med.

**Salary Range:** \$17.43 - \$22.59

**Posting ID #:** 05/2010-7

**Tour:** III – May include weekends and holidays

**Full/Part time:** Part Time / Hourly

**Number of Vacancies:** 1

**Posting Date:** May 24, 2010 – May 28, 2010

**Civil Service Classification:** Competitive

*All selected applicants are required to be fingerprinted and are subject to a background investigation.*

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### **Qualifications Requirements:**

- High school diploma or its equivalency.
- One (1) year of clerical experience.
- Must be computer literate.

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### **Job Description:**

Participates in the reception of patients and visitors to the unit and informs them of hospital policies/procedures and services. Assists other disciplines/visitors in locating patients. Notify nurse in charge of arrival of lawyers, outside MD's, police, etc. Assists in processing the admission and discharge of patients in the unit, notifies MD and maintains current patient rosters. Assists physicians with the location of charts (current and old), chart racks, x-rays, etc. Maintains telephone coverage on the unit by answering the telephone and delivering written/oral messages promptly and accurately. Places and answers page requests for MDs/other personnel on the unit. Obtains/returns Central Supply equipment/supplies no longer in use to the appropriate areas. Keeps nurses' stations neat, updates bulletin boards, replenishes stationery supplies and maintains resource manuals. Checks bed cards/ID bracelets daily and replaces as necessary. Notifies Head Nurse of repairs needed and prepares requisition forms. Answers telephone courteously, directs calls appropriately, takes messages accurately and timely.

A handwritten signature in black ink, appearing to read 'Irma I. Suarez', is written over a horizontal line.

Approved By  
Irma I. Suarez - AED

**Applications Accepted**  
**Monday – Friday 9 a.m. – 12 noon**  
**\*\*Equal Opportunity Employer M/F/D/V\*\***