



## CAREER OPPORTUNITY

**Job Title:** Long Term Care Unit Secretary  
**FLSA Status:** Full Time  
**Reports To:** Long Term Care Director  
**Location:** Long Term Care  
**Number of Openings:** 1

Pershing General Hospital is an Equal Opportunity Employer & Drug and Alcohol Free Workplace

All PGH positions are Safety Sensitive

### Role Overview

The Long-Term Care Unit Secretary develops, maintains, and evaluates departmental administrative systems to assist the Long-Term Care Director and/or Director of Nursing, in department operations, and assists the professional nursing staff with the delivery of basic nursing care tasks, clerical and supportive duties under the direct supervision of the licensed nurse.

### Essential Functions

Exhibits behaviors that are consistent with the Mission, Philosophy, and Values of Pershing General Hospital and Nursing Home as well as the culture and objectives of Pershing General Hospital and Nursing Home. All employees are expected to work as needed in providing health and wellness services in the communities within Pershing General Hospital and Nursing Home.

Demonstrates effective skills with the communication, organization and management of assigned work.

Develops, maintains, and evaluates departmental administrative systems to assist the Long-Term Care Director in department operations.

Provides added technical support to physician and/or nursing staff according to hospital policy.

Performs clerical, receptionist and secretarial tasks, telephone skills, daily billing functions, and completion of daily census report for Long Term Care.

Obtains pre-authorizations from Medicare, Medicaid, and other insurance as required.

Posts and manages the Long-Term Care nursing and C.N.A. schedules in a timely manner, providing adequate coverage for the floor according to census and resident needs.

Demonstrates a basic understanding of Quality Improvement/Quality Assurance in the organization.

Other responsibilities and duties as assigned on occasion, based upon PGH need or requirements.

Wears identification while on duty. Adheres to dress code, appearance is neat and clean. Completes annual education requirements. Maintains regulatory requirements, including all state and federal regulations. Maintains and ensures patient confidentiality at all times. Reports to work on time and as scheduled. Attends annual review and performs departmental inservices. Works at maintaining a good rapport and a cooperative working relationship with physicians, departments and staff. Represents the organization in a positive and professional manner. Attends committee, QI and management meetings, as appropriate. Ensures compliance with policies and procedures regarding department operations, fire, safety, and infection control. Complies with all organizational policies regarding ethical business practices.

### Qualifications

High School education or equivalent required.

Minimum one-year experience as Ward Clerk I or equivalent experience and employed by Pershing General Hospital and Nursing Home required.

Proficient in the use of the English language and medical terminology.

Basic Cardiac Life Support Certification.

Current Nevada Certified Nursing Assistant license preferred.

CNA - May be required to cover call, work the floor, work holidays and other shifts as required. All positions are safety sensitive.

### Technical Skills

Basic computer knowledge, including Word (or equivalent) program, and Excel, and e-mail.

Accurate keyboarding skills in grammar and spelling.

Ability to learn and demonstrate proficiency in entering data into the MDS program.

Access the Internet to transmit MDS assessments and to access facility reports.

### How to Apply

Completed applications may be submitted to Human Resources, Maria Montes, Human Resources Director – [lmontes@pershinghospital.org](mailto:lmontes@pershinghospital.org)

Qualified individuals being considered will be contacted for an interview.