

wayne county
CARE  **CENTER**

Posting:03/12/2025

Posting closing date: until filled

Position: Medical Records Unit Secretary

Department: nursing

Hours: first shift- hours to be determined (40 hours)

Days: Monday- Friday (FT)

The Wayne County Care Center is currently accepting applications for the new position of Medical Records/ Nursing Coordinator for the County's 50 bed skilled/ intermediate nursing and 20 bed assisted living facility.

Responsibilities of the MR/NC:

- be responsible for maintaining resident medical records and health information systems in accordance with current federal and state guidelines as well as in accordance with our facility's established privacy policies and procedures.
- assisting on the floor during staffing needs
- ordering/ stocking office supplies for the nursing department
- provide administrative duties for the Director of Nursing
- provide communication with other staff members pertaining to residents in order to provide the best experience for the resident.
- Must participate in facility inspections as needed

Requirements of the MR/NC:

- Valid STNA certification required.
- Compassion for and commitment to hospitality, service and excellence in senior care
- Organized, detail oriented, responsible, and a dependable team member who can take direction well

As a County organization, the Care Center provides excellent benefits that include:

- Opportunity to earn up to an additional \$2.50/hour with shift premiums
- low cost health/ dental/ vision coverage, including a free health clinic
- OPERS retirement
- 11 paid holidays (with additional time and a half when working)
- sick time and two weeks vacation
- one personal day your first year
- one free meal per shift
- free TB, Hep B, flu, COVID shots and COVID testing
- staff referral bonuses
- an extensive employee assistance program that includes counseling and discounts to a variety of items

How to apply:

Applications may be obtained at the WCCC, 876 S. Geyers Chapel Rd, Wooster or downloaded from the website www.waynecountycarecenter.com. Please submit applications and refer questions to carecenter@wayneoh.org. Wayne County is an Equal Opportunity Employer.