



Job Code: 0912

Grade: X14

HCWR: N

Job Title

Administrative Aide

Department

Nursing

Job Summary

The Administrative Aide performs a variety of cleaning, stocking, and organizing responsibilities to maintain a neat, unsoiled, and safe work environment in the patient care units. Performs other duties and special assignments as assigned

Typical Duties

- Maintains cleanliness in direct patient care areas. They use disinfecting solvents as determined by instructions to clean weighing scales, dynamaps/stand, isolation carts/cabinets, emergency crash carts, IV pumps, IV poles, examination tables, countertops, apnea monitors and other assigned equipment.
- Defrosts and cleans interior / exterior of unit refrigerators.
- Responsible for stocking the isolation cabinets, replenish supplies of gloves, and gowns. Rotates supplies as needed.
- Restocks and properly disposes sharp boxes.
- Maintains a par stock level of supplies and communicates to immediate supervisor items to be reordered prior to depletion.
- Routinely checks for outdated items and disposes as appropriate.
- Cleans and organizes storerooms, cabinets and drawers.
- Notifies supervisor of damaged equipment, tags it, and removes from patient care area.
- Follows infection control guidelines in isolation areas wearing protective garb and washing hands as required.
- Level of cleaning, ordering, receiving supplies, stocking, and replenishing supplies may vary by assigned area.
- Interfaces on a daily basis with the Nurses, Nurse Coordinator, and Divisional Nursing Director. Occasionally communicates with the unit Physicians and other departments.

Minimum Qualifications

- High School diploma or GED Equivalent

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of specific equipment
- Strong interpersonal skills
- Written and verbal communication skills
- Analytical skills, problem solving skills
- Emergency response skills
- Organizational skills



Knowledge, Skills, Abilities and Other Characteristics

- Attention to detail
- Work to deadlines
- Flexibility and adaptability in performing duties

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.