



## TELEPHONE RECEPTIONIST ASSISTANT

---

This person will answer phone calls and do screening of patient visit reason, take any messages for different depts if needed, transfer to voice mail if required. Communicate with front desk receptionist as well as medical staff that do temperature checks on patients outside. There is light housekeeping required such as cleaning & sanitizing patient rooms and patient restroom. There may be some stocking of forms required, and chart retrieval from basement records room via stairs. This position does require every other weekend.

**Job Type:** Part-time

**Weekends:** Every other weekend is required

**Pay:** \$13.00 - \$14.00 per hour

## RN / LPN

---

We are looking for a reliable RN / LPN to care for our patients in a professional and considerate manner. LPN's will work under the supervision of a registered nurse or doctor. RN / LPN professionals must be first and foremost qualified and compassionate. The ideal candidate will be experienced in providing diverse basic care to those who need it while remaining patient and calm. It is a demanding job but also very rewarding. This position does require every other weekend.

### Responsibilities

- Record a patient's medical history & chief complaint accurately
- Take and record measurements of blood pressure, temperature, heart rate etc.
- Observe patients under treatment to identify progress, side-effects of medications etc.
- Monitor patients' condition compose patient charts
- Administer injections, prescribed medications, clean and dress wounds and assist with other basic medical care tasks
- Collect samples for lab testing as assigned (blood, urine, nasopharyngeal & throat swabs)
- Provide emotional and psychological support when needed
- Communicate with patients' family or friends to provide, comfort and review discharge instructions

### Skills

- Proven experience as RN / LPN or similar role
- Ability to undertake a variety of diverse care tasks and work in a multidisciplinary team
- Familiarity with hospital health, safety and sanitation standards and procedures
- Understanding of confidentiality obligations and nursing best practices
- Excellent knowledge of medical and hospital terminology
- Excellent communication and interpersonal skills
- Compassionate and able to handle stress
- Successful completion of RN / LPN license program is a must & proof of current Michigan License

**Job Type:** Full-time

**Weekends:** Every other weekend is required

**Pay:** \$19.00 - \$21.00 per hour

**If you wish to apply, please send resumes to [srbayside@gmail.com](mailto:srbayside@gmail.com) and [ppbayside@gmail.com](mailto:ppbayside@gmail.com).**