

NURSE JOB DESCRIPTION

EMPLOYER INFORMATION

Name: Mercy Miami Hospital

Address: 3663 S Miami Ave, Miami, FL 33133

Phone: (555) 555-5555

E-Mail: staff@mercymiamihospital.com

EMPLOYMENT ELIGIBILITY

Job Title: Administrative

Reports to: Deborah Kissinger

Job Location: Emergency room, main hospital

Start Date: July 15th, 2021

Job Type: Full-time Part-time Independent Contractor Intern

of Hours: 18 Hours per week

JOB DESCRIPTION

Mercy Miami Hospital is seeking all candidates for an open Administrative Nurse position for the emergency room dept. The nurse will be required to property staff and handle the scheduling for the nurses in the emergency, trauma, and surgery areas.

RESPONSIBILITIES AND DUTIES

- Conducting performance reviews
- Managing staff
- Handling all scheduling
- Handle patients and their relatives
- Training nurses and staff
- Skills in modern medical software

QUALIFICATIONS / REQUIREMENTS

- Florida Board of Nursing License
- 5 to 10 years' experience
- Skills in modern medical software
- Able to work in a team environment