

JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT

POSITION: Emergency Department Assistant

PURPOSE: Provide assistance to the Emergency Department Manager

DEPARTMENT: ECU Health Hospital, Kenansville, NC – Volunteer Services

CONTACT PERSON: Shanteay Williams/On-Campus
Nancy Pate/Off-Campus

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:

1. Greet patients, families and visitors.
2. Transport patient to their destination.
3. Keep waiting area clean, monitor waiting area to be sure visitors are comfortable and welcome. Check with them individually often.
4. Supply tissues in Fast Track rooms and ED lobby tables. Adult and pediatric masks, hand sanitizer, and tissues on ED lobby entrance stand.
5. Offer coloring sheets with 3 crayons to children only if disruptive.
6. Check with Charge Nurse regarding number of allowed visitors. Politely inform and enforce.
7. At start of shift obtain 2 wheel chairs for ED lobby entrance and 1 for ED patient area. Monitor throughout shift
8. Check Bottle water supply. Call Dietary (2628) if supply needed.
9. Monitor patients in waiting room. If concerned, confer with Triage Nurse.
10. Use judgment for offering bottles of water to companions (long waits). Patients must have Triage Nurse permission for water, snacks, and blankets supplied by hospital.
11. Perform other duties as assigned by Supervisor.

JOB QUALIFICATIONS:

1. Must be able to maintain confidentiality.
2. Must have a pleasant personality and enjoy contact with patients, visitors and staff.
3. Must be able to remain calm in times of stress.
4. Must be able to read, write, hear, and speak clearly/good communication skills.
5. Should be innovative as duties frequently evolve and shift.

CLASSIFICATION OF EMPLOYMENT: Part-Time/ Temporary

SALARY: \$11.50 per hour **HOURS PER WEEK:** 10-12

APPLICATION INSTRUCTIONS: Must have a financial need as determined by the Free Application for Federal Student Aid (FAFSA) and complete a JSCC Federal Work-Study Employment Application. Request application forms from the Financial Aid/Admissions Office.

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