



**Manpower, Inc. of SE Michigan**  
*Serving Washtenaw and Monroe Counties*

PO Box 1309 • Ann Arbor, MI 48106  
Phone: 734-665-3757 (call or text)

[www.manpowermi.com](http://www.manpowermi.com)

## **Job Description**

(Part-time Inpatient Unit Clerk for Nursing Clerical Services in Ann Arbor)

### **Information about the Job and Department**

Inpatient Unit Clerks work on approximately 38 inpatient units throughout Michigan Medicine, which is comprised of six (6) different facilities. The Central Staffing Resource (CSR) Office manages this team of over 300 dedicated staff who work around the clock, 365 days a year. Manpower, Inc. of SE Michigan supports CSR by providing associates who are trained to cover vacations, medical, maternity, and sick leave. Inpatient Unit Clerk positions through Manpower may turn into direct hire opportunities for candidates with strong attendance, timeliness, skills, flexibility, and work ethic.

### **Typical Job Duties and Responsibilities**

- Provide exceptional customer service to patients, families, visitors, and staff.
- Answering multiple phone lines.
- Order medical supplies, equipment, and services through appropriate mechanisms.
- Facilitate communication between physicians, nursing staff, and care management teams regarding orders and status updates.
- Obtain nursing assignments for each shift and program nursing pagers.
- Arrange patient admissions, transfers, and discharges on inpatient units.
- Maintain accurate census information in electronic, paper, and other pertinent formats.
- Process and update patient information in electronic medical records system.
- File and organize forms on patients' charts.
- Perform appropriate tasks in emergency situations such as codes, fire/safety events, and security issues.
- Program the Infant Security Transmitter system (specific to one site).
- Provide training to new inpatient unit clerks.

### **Successful Assignment Characteristics**

- Strong customer service and communication skills.
- Ability to make and maintain good eye contact with people as you interact with them.
- Awareness of what is going on around you.
- Ability to take in information coming from all directions and filter what is important at the moment.
- High level of personal and workspace organization.
- Ability to remain focused to complete tasks despite repeated interruptions.
- Strong attention to detail.
- Ability to efficiently navigate between multiple electronic interfaces.
- Excellent attendance and dependability.
- Flexibility regarding job tasks and availability.
- Creative problem-solving skills.
- Polite, gracious, sense of humor, and perspective.
- Team player.
- Self-driven with the ability to take initiative and learn new things.
- High school diploma or equivalent.