



# JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

**VA #: BPSS-2018-019**

**OPENING DATE: 11/10/2017**

**CLOSING DATE: 11/24/2017**

**POSITION TITLE:** WARD CLERK

**SALARY:** GL-6/1-5, \$343.54- \$380.38 B/W +15%ND

**LOCATION:** BUREAU OF NURSING  
MINISTRY OF HEALTH  
KOROR, PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Sets up records for new patients and transcribe physicians' order from patient records; and copy information such as temperature, pulse rate, and blood pressure onto patients' medical records.
- Prepares requisition forms for laboratory tests, therapy, drugs and supplies for their unit and records patient diagnoses on the appropriate medical forms, arrange for the transfer of patients within the unit or to other units, process patient discharge forms for the business office, and may compile the daily census of patient.
- Answers telephones and direct calls to medical staff and relay messages as appropriate. Also perform clerical and administrative duties for the ER, OP and Hemodialysis Units.
- Maintain excellent customer service by greeting visitors and directing them as needed.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

High School Diploma with at least two (2) years of work related experience.