

April 15, 2020

MORTUARY ADMINISTRATIVE ASSISTANTS

- Collect and prepare necessary paperwork for deceased patients
- Prepare identification tags for deceased bodies and body storage bags
- Direct laborers to remove the body bags to a designated storage location in the temporary morgue or in a temporary morgue trailer
- Maintain records and the database re the storage locations of deceased bodies in morgues and in temporary morgue trailers
- Assist funeral directors in the release of bodies and paperwork
- Liaison with hospital personnel as needed

- No lifting involved
- PPE to be supplied as needed

- Per Diem (No Benefits)
- Full time weekly schedule
- 7 Days – 3 Shifts to be filled
- 60-90 Days anticipated duration
- Immediate openings
- \$50 per hour
- Former Law enforcement/Investigator/Detective experience preferred

To apply - Call Montefiore's Staffing Office at 718-920-8440