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| **TITLE** | Medical Coordinator/Data Entry Coordinator |
| **REPORTS TO** | Human Resource Manager |
| **CLASSIFICATION** | Non-Exempt (Hourly) |
| **STS MISSION** | |
| Equipping individuals and their families with the skills to thrive through providing solutions, resources, and support. | |
| **STS VISION** | |
| Skills to Succeed believes in a world of dignity, opportunity and inclusion for all people. We believe that people are capable of full participation in their community when provided the appropriate solutions, resources, and support. | |
| **STS VALUES** | |
| **RESPECT** | People should be treated with courtesy and respect in recognition of their dignity. |
| **CHOICE** | Individuals should make decisions and choices about their lives. |
| **SOLUTIONS** | Options, opportunities and solutions are the focus rather than problems. |
| **CREATIVITY** | Imagination and innovation create a rich, progressive environment. |
| **QUALITY** | Services should be excellent, resulting in meaningful impact. |
| **EXPERIENCE** | The opportunity to fail and succeed increases potential and experience. |
| **COMMUNITY** | Individuals should be active participants in their communities. |
| **INDEPENDENCE** | Give support, but don’t rescue; Give assistance, but don’t enable. |
| **RESPONSIBILITY** | Personal choices and appropriate behavior increases social opportunities. |
| **EMPLOYMENT** | Work is the first and preferred option for working age adults. |

**The GOAL of is to make sure Individuals receive Excellent Services Always!**

**Summary:** This is NOT a Supervisorial Position, this position is for a highly self-motivated, fast learner who is responsible for making sure Individuals receive all the required services when it comes to their health and well being. To make sure DSPs have the necessary tools to provide services for Individuals served, assisting DSPs' and Individuals were needed. Making Sure DSPs know the Health Plan, needs of Individuals, know the Individuals diagnoses. Able to use critical thinking when a situation arises.

**Job Description**

**MEDICAL ADMINISTRATIVE ASSISTANT/DATA ENTRY COORDINATOR**

**DUTIES AND RESPONSIBILITIES:**

1. MEDICAL COORDINATOR (CNA) is responsible for working with Administrative Staff , DDP and DDC transporting Individuals to medical appointments, collecting and inputting data for Individuals pertaining to medical appoi.
2. Responsible for assisting Administrative Staff, DDP and DDC in the intake of all new Individuals. Responsible for assisting Administrative Staff , DDP and DDC in making sure all paper work pertaining to new Individuals is received and completed.  Responsible for placing all information in Individuals' books and uploaded data into appropriate software.
3. Performs periodic audits of Individuals records in office and Individuals' homes, committee reports, and in-service manuals to assure conformance with state and federal regulations.
4. Reviews Individuals case records for accuracy, current notes, medical records, ISP, DMA 06, DMA 80, supervisory conferences, and supervisory visits. Places all appropriate documents in Individuals books office and home. Uploads appropriate documents in current Software based on MAA/DEC daily assignments and completion of ISPs and etc. Checks for missing medication, recaps and notes daily.  Notifies Human Resource and DDP of the missing medication notes and recaps, notifying Direct Support Professionals of missing work through appropriate software.
5. Responsible for assisting DDP in making monthly reports/calls to Individuals Parents notifying them of visits/appointments that have taken place and addressing or asking if there are any concerns they may have.  This call should be done at the end of each month.
6. Assist Human Resource and DDP in arranging staff education/training on new findings.

* Encouraging and assisting personnel to continue self improvement through formal education, educational meetings and active participation in professional and related organizations.
* Assists with planning, and coordinating continuing education programs.
* Assists DDP in assuring quality care is delivered as prescribed by the attending physician, code of nursing ethics, and the agency's policies and procedures.
* Making Sure DSPs know Health Care Plan and have been trained on Health Care Plans
* Making Sure DSP’s know HRST-RT for all Individuals
* Making Sure DSPs know how to take Vitals.

1. Responsible for making sure Individuals get to and from their scheduled Dr. appointments. Doing Telehealth Visits when necessary. Schedules the visits/takes care of transportation with proper companies.  Works closely with Administrative Staff, DDP and DDC making sure appropriate paper work is received and given to DDC based on medical visits past, present and new. Files paperwork from visits in appropriate place. Properly documents all visits from Medical Facility in RTasks making sure any new Diagnoses along with codes are reported to DDC entered in proper place after visit.

1. Responsible for inputting data into HRST. Must be trained to input data in HRST system. Keeps up with medication changes and inputs the data in HRST as needed daily/monthly.
2. Fills in where needed at Individuals homes/Office when not completing Medical Appointments.
3. Answering phone calls providing pertinent information as needed.

**Duties and Responsibilities:**

1. **Support people to achieve personal outcomes that characterize a high quality of life.**

* Listen carefully and communicate respectfully and clearly with the people you support.
* Support people to choose, understand and learn new skills.
* Understand, follow through, and document support plans, goals, activities, progress, etc.
* Support people with daily living skills and personal support needs.
* Facilitate activities that provide people with social capital and connections to the community.
* Demonstrate fairness.
* Assist people in planning and structuring activities.
* Bring your own skills, strengths and interests to supporting peoples’ activities.
* Support people to exercise their rights and responsibilities in all areas of their lives.

1. **Engage in respectful communication.**

* Use person-first or preferred language when appropriate.
* Maintain confidentiality and support privacy at all times.
* Talk with people and include them in discussions about their lives.

1. **Support people to have optimal health and well being.**

* Understand and follow supports for optimal health.
* Administer medications accurately and reliably.
* Monitor medical conditions thoroughly and consistently.
* Ensure that people are free from abuse, neglect and exploitation.
* Complete needed reporting and documentation, done on date and time of service.

1. **Provide safeguards and appropriately support challenging situations.**

* Follow any outlined financial supports.
* Support individuals with positive behavioral techniques to avoid challenging situations and promote respect and dignity.
* Be a safe and conscientious driver.
* Know the proper techniques and be able to respond to emergencies such as accidents, fires, tornados, or other situations

1. **Positively represent Skills to Succeed.**

* Uphold agency values.
* Understand and follow through with agency systems and protocols.
* Follow agency policies and procedures.
* Communicate positively and clearly with your supervisor and coworkers.
* Meet established timelines and deadlines.
* Maintain satisfactory attendance to work shifts, staff meetings and other assigned agency functions.
* Complete needed trainings by established deadlines.
* Maximize and responsibly utilize agency and community resources.
* Complete duties assigned by supervisor or designee.

1. **Assisting DSPs with the following:**

* Verifying all shifts are covered upon arrival/departure.
* Filling in where needed. Changing Locations if needed.
* Immediately filling in where needed allowing DSPs to leave if needed.
* Checking Medication bubble packs/Verifying all meds are signed off on upon arrival and before departing shift
* Checking LOG in Report before departing making sure  all DSPs' have completed required recaps
* Checking for needed Repairs in Unit (Reporting to Admin in RTASKS immediately)
* Checking Safety in Individuals' homes emergency Food Supply/First Aid Kits etc.
* Assisting with Activities for Individuals scheduling actual activity/transportation  (This is assigned to a specific LEAD)
* Assisting with Activities transporting
* Ordering Groceries/Supplies
* Posting Daily Menu Breakfast/Lunch/Dinner

**Qualifications:**

**High School diploma or GED**

* Experience working with individuals with Intellectual Developmental Disabilities at least 2 years
* Must be able to pass DBHDD fingerprint for eligibility. MUST BE A CNA
* Clear tuberculosis screening.
* A valid driver’s license & insured vehicle.
* Ability to pass and maintain required trainings such as CPR/First Aid, Medication Administration and Positive Behavioral Support Training.
* Receive a total of 40 hours of training. The LEAD receives at least 20 hours of this training prior to caring for individuals with disabilities. The LEAD completes an additional 20 hours of training within the first six months of employment.
* Able to read and write.
* Able to follow verbal and written instructions.
* Able to complete written reports and documents.
* Able to use a computer/able to type/fast learner.
* Successfully complete training or demonstrate understanding and practical competency in the following areas:
* Understanding the needs and characteristics of elderly, Physically Disabled, Intellectually Disabled, Mental Health, or Convalescing Individuals.
* Knowledgeable of Housekeeping to include sanitation, home safety, handling medical emergencies in the home; and infection control.

**Daily Care when assisting Individuals**

* Bathing
* Routine skin care
* Grooming
* Assistance with toileting
* Ambulation and transferring of client
* Encouraging physical activity
* Applying first aide in case of sudden illness or an accident
* Reminding client to take prescribed medications (Supervision/over sight of medication)
* Providing watchful supervision and oversight
* Preparing meals and washing dishes
* Assist client with grocery shopping
* Assist client with activities within the community
* Assist client with ISP goals
* Assist with Medical Appointments booking transportation when needed and accompanying
* Medically related activities to include the taking of vital signs
* Participate in the establishment and implementation of the clients service plan
* Report problems and progress of client to physician and others as approved by client
* Home safety and management
* Observing and immediately report any and all changes of Individual's health.
* Providing watchful supervision and oversight.
* Provide companionship &  socialization for the client
* Performs periodic audits of consumer records, and in-service manuals to assure conformance with state and federal regulations.
* Communicate with Office/State Workers/ Family and or guardian concerning Client.
* Documents daily goals, notes, and or activities.
* Documenting the client's liquid intake and output if needed.
* Applying the first aide in case of sudden illness or an accident. Assisting with the picking up prescription medications;
* Assisting the Individual with a reminder to take medication
* Assisting with the arranging of transportation and escorts services.
* Assisting with and arranging and or accompany trips to the doctor
* Assisting and or accompanying the client to the grocery store
* Assisting and or accompany the client in the community for activities
* Assisting with routine household tasks: Ironing, Washing, Linen Changing, Vacuuming, Sweeping, Mopping, Dusting, emptying trash and garbage for the Individual. Light House Keeping to include sanitation, home safety, handling medical emergencies in the home; and infection control.
* Assisting with and or preparing meals and washing dishes;
* Assisting with and or linen changing to include sanitation, home safety, handling medical emergencies in the home; and infection control.
* Making sure all duties and Service Plan is being executed during LEADs Shift.

**Working Conditions:** DSPs work in a changing environment that adjusts to the needs of the individuals in program services. The environment may be fast paced with interruptions, distractions and deadlines. DSPs need to be flexible and be able to adjust to changing needs or activities. Depending on the needs of the individuals, the work can be physically demanding including transferring or supporting people with mobility needs, lifting or moving items up to 50 lbs., walking or standing for extended periods of time or providing support through CPR/First Aid, behavioral support, and other interventions. DSPs must be willing to ride in provided transportation by DCI such as Marta Mobility/Uber/Lift etc. transportation required for staff and program participants to and from community activities, medical appointments, etc.

**Required New Hire Trainings:** New Employee Orientation, Intro to Developmental Disabilities, CPR/First Aid, Positive Behavior Supports, Medication Administration, Abuse, Neglect & Exploitation, Blood Borne Pathogens, Person-Centered Planning, HIPAA/Privacy & Confidentiality, and any other assigned trainings.

***I have read and understand the position description as written. I also understand that this position may be updated to reflect the position more accurately as needed.***

Signature

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Date: