

Medical Coordinator Position Description

General Statement of Responsibilities

Assumes primary responsibility for the health and medical care for each resident. Such responsibilities are performed under the general supervision of the Home Administrator and the Program Director. It is expected that the Medical Coordinator adhere to the policies and guidelines set forth by the COC Board of Directors and the public acts, rules, and regulations under which the program operates.

Specific Duties: (includes but not limited to the following)

1. Works in cooperation with each individual's P.C.P. (Primary Care Physician), to ensure all medical needs are being addressed as expected.
2. When invited, participates and provides medical information at annual Person-Centered Planning meetings.
3. Monitors staff documentation and passing of medications by checking the medication book/bingo cards for errors each day worked.
4. Ensure all staff is trained and aware of the medical needs of each resident by documenting in the resident log, sharing information verbally and providing an in-service if necessary.
5. Maintains resident medical files, including medical appointments, med sheets, SMO (standing med orders), SMMO (standing missed med orders), prescriptions/side effects, diets and weights.
 - a. Ensure new medication sheets are in place by the 1ST of each month.
 - b. Ensure all medications match the med sheet & prescriptions for each medication.
 - c. Ensure you have side effects for each medication prescribed.
 - d. Ensure SMO sheet is current and SMO meds are available.
 - e. File all consultation forms in resident books and follow up on needs in a timely manner.
 - f. Log information from consultant onto the chronological form in each resident's book.
 - g. Ensure diet has been reviewed with staff and posted in diet book. h. Weigh each resident at least monthly or as addressed in IPS.
6. Works with parents/family as necessary and appropriate and relays significant information, comments and concerns to Administrator.
7. Accompanies resident to medical appointments, if unable, ensures staff going on the appointment is knowledgeable of the resident and informed as to what is needed.
8. Ensure at least the following appointments are completed as required for each resident.
 - TB test every three years
 - Eye exam every two years
 - Annual Physical
 - Annual diagnostic tests
 - Annual Hearing Exam
 - Annual PAP (or as requested by PCP) Annual SMO review
 - Annual Mammogram (after 40)
 - Dental Exam every six months (or as needed)
9. Work with the Administrator and Program Director ensuring appointments are made at an appropriate time as not to disrupt the daily activities in the home.
10. Post all appointments on a calendar that can be reviewed by staff as needed.
11. Participates in regularly scheduled in-house staff meetings.
12. Performs all other assigned duties and work related to the field of service and to the maintenance of the program and home.

Qualifications

Preference will be given to applicants with:

- Bachelor's Degree (or above) in a human service related field and/or.
- Exceptional experience in services with people with developmental disabilities.
- Good physical health, including negative TB test.
- Ability to maintain a flexible schedule.
- Provide a professional demeanor when representing COC.
- Demonstrated ability to work cooperatively in a multi-programmed service agency.

Essential Job Requirements/Functions

1. Employee must be at least 18 years of age.
2. Employee must be able to read and write proficiently.
3. Employee must have a valid Michigan Driver's license, proof of good driving record, and retain the ability to be insured through COC's insurance carrier.
4. Employee must be able to successfully complete all required MDCH/CMH training in the required time allotted (Part I- within first 30 days, Parts II and III- within 180 days) or provide acceptable documentation of previously completed training or acceptable alternative training.
5. Employee must be physically capable of pushing, transferring, and lifting persons who will require physical assistance.
6. Employee must be able to reach and bend as they assist the residents with house-keeping activities or other related functions.
7. Employee must be capable of handling emergency situations.
8. Employee must be in such physical and mental health so as not to negatively affect either the health of the resident or quality of his/her care.

Supervised by: Administrator and Program Manager

Program Trainer

General Statement of Responsibilities

Assist in the development of the residents' daily living skills and in the implementation of group and individually planned programs for each resident. Assume designated and assigned responsibilities in the areas of housekeeping, maintenance, repair and physical grounds care. Participate in the preparation and supervision of daily meals with the resident. Provide supervision to ensure the residents are safe and adhere to the policies and guidelines set forth by the COC Board of Director and the public acts, rules and regulations under which the program operates.

Specific Duties (Includes but are not limited to the following):

1. Assist in the implementation and documentation of individual planned programs for each resident.
2. Assist in instructing residents in skill areas of:
 - Self-sufficiency
 - Nutrition
 - Physical health care
 - Social development
 - Employment
 - Community resources
 - Emotional maturity
 - Communication
3. Assist in teaching skills needed, including appropriate interdependence.
4. Assist the I-Team in evaluating residents' progress to determine suitability for more appropriate living situations.
5. Transport residents to and from places of employment, activities and appointments.
6. Accompany residents to programmatic and necessary personal activities and appointments, including shopping in the community.
7. Maintain records of resident behaviors as needed/required.
8. Maintain records of resident accidents/incidents as needed/required.
9. Maintain records of other significant incidents/concerns related to the residents and the home.
10. Maintain resident weight records.
11. As directed, purchase and maintain records of all supplies, materials and goods used and needed.
12. As directed, assist in the scheduling off appointments and necessary follow-through.
13. Assume primary responsibility for maintaining the work and living areas of the home in good order.
14. As directed assumes responsibilities in areas of maintenance and repairs, housekeeping and physical grounds and vehicle care.
15. Assist in the development and implementation of the home's scheduled activities and assist residents as necessary in the utilization of leisure time.
16. Prepare and/or assist/supervise residents in the preparation of meals in accordance with menus and acceptable nutritional standards.
17. Supervise/assist residents in meal clean-up.
18. Coordinate as directed and ensure that medical and dental needs of the residents are being met adequately and with dispatch and that documentation of same are complete and accurate, including the securing of prescriptions and other medical supplies.
19. Administer and document the administration of medications in accordance with approved guidelines.
20. Participate regularly in staff meetings, ISP's and other assigned meetings including in-service training programs.
21. Work cooperatively with family/guardians, other agencies/service providers and appropriately address or channel concerns and/or problems.
22. If a sleeping shift is worked, it is expected that staff get up when needed to attend to the needs of the resident.
23. Perform other assigned duties and work related to the field of service and to the maintenance of the program and home.

Qualifications

Preference will be given to applicants with:

- High school diploma or its equivalent.
- Experience in residential services with people with developmental disabilities.
- Ability to maintain a flexible schedule.
- Ability to relay a positive image to residents, parents, guardian and to the public.
- Ability to work cooperatively.
- Good physical health, including negative TB test.

Essential Job Requirements/Functions

1. Employees must be at least 18 years of age.
2. Employees must be able to read and write proficiently.
3. Valid Michigan driver's license, proof of good driving record and retain the ability to be insured through Community Opportunity Center's insurance carrier.
4. Employees must be able to successfully complete all required MDCH/CMH training in the required time allotted (Part I- within first 30 days, Parts II and III -within 180 days) or provide acceptable documentation of previously completed training or alternative training.
5. Employees must be physically capable of pushing, transferring, and lifting persons who will require physical assistance.
6. Employees must be able to reach and bend as they assist the residents with housekeeping activities or other related functions.
7. Must be in such psychical and mental health so as not to negatively affect either the health of the resident or the quality of his/her care.
8. Employee must be capable of handling emergency situations.

Supervised by Administrator