



Enriching Lives for over 50 Years

Medical Coordinator:

We are seeking an organized and responsible person whose primary responsibility is to manage, support and oversee the medical needs of the men and women with development disabilities in the home. The Medical Coordinator is an important member of the staff team. Like all other staff members, he/she will collaborate with the men and women in the home to help people live fulfilled lives and to support them with their social, employment, educational, personal and medical care needs.

In addition to working in a caring home environment, Community Opportunity Center contributes to an employer sponsored 401 (k) plan, offers many excellent benefits and competitive pay.

The Medical Coordinator is primarily responsible for the health, medical care and well-being of each person in the home/s that he/she is assigned. Our Medical Coordinator will promote an unconditional “culture of gentleness” by using positive support and approaches and always treating people with dignity and respect.

Core Relationships:

1. Reports to the Home Administrator
2. Maintains positive and professional relationships with persons served and family, guardians and Power of Attorney's (POA's), personnel throughout the corporation business partners and members of the community.

Job Specific Responsibilities:

1. Assures medical, dental and other needs are met. Administers and documents the administering of medication and handles medical appointments and necessary follow-up documentation. Guides and assists with personal and medical care needs.
2. Works in cooperation with each individual's Physician and specialist to assure all medical needs are being addressed properly and timely.
3. Monitors staff documentation relative to the administration of medication by checking the medication book on each day worked.
4. Assures all staff is trained and aware of the medical needs of each resident as evidenced by their signature affixed to information presented and provides in-service training as necessary.
5. Maintains each person's medical file, including chronological log of required exams, tests, and



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appointments and when each was accomplished, Standing Medication Orders (SMO), Standing Missed Medication Order (SMMO), prescriptions/side effects and weight is recorded, all of which is medically necessary. These are requirements of the Michigan Department of Health and Human

Services (MDHHS), DWMHA and other contractual and mental health agencies. All must be documented and maintained as noted in the Medical Coordinator's manual.

6. To the extent possible, schedules appointments to assure the least amount of conflict with other scheduled activities. Posts appointments on a calendar that can be reviewed by staff. Accompanies persons to medical appointments and hospital visits, and if unable, assures that the staff person doing so is knowledgeable about condition and necessary follow through needed. Responsibilities include, but are not limited to those noted below:
 - a. Assures new medication sheets are in place as updates require
 - b. Assures all medications are available, match the medication sheet and prescriptions for each medication and side effects information is maintained
 - c. Files consultation forms in person's medical books and assures timely follow-up as requested on consultation form
 - d. Assures all special diet information has been reviewed with staff, posted in the diet book and diet is properly enforced
 - e. Attend to specific responsibilities on Medical Coordinator form that all Medical Coordinators review and sign upon hire
7. Performs other necessary medical activities and ensures necessary forms and practices are implemented
8. Performs other delegated assignments similar to those assigned to the Direct Care Professional

Risk Management:

1. Maintains a complete set of clear and easy to follow Standard Operating Procedures (SOPs) for the homes
2. Maintains a complete set of all appointments (daily, weekly, etc.), and related activities



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Qualifications:

1. High school diploma or equivalent
2. Computer skills necessary to maintain adequate electronic records and to provide reports
3. Proficient with written and verbal communication skills
4. Ability to work cooperatively in a multi-programmed service agency and to work independently. Exhibit emotional maturity and sound judgment. Handles confidential information appropriately
5. Proactive approach to problem solving and ability to satisfactorily meet deadlines.
6. Must be at least age 18, have a valid Michigan driver's license and maintain the ability to be insured by COC's insurance carrier
7. Be able to successfully complete all required Agency training in the required time allotted or provide documentation of previously completed training
8. Be in good physical health with capability of transferring and/or lifting persons who require physical assistance
9. Be flexible in his/her work schedule
10. Be capable of handling emergencies

Community Opportunity Center offers a rewarding career experience. In addition to dynamic career opportunities, we provide competitive salaries, excellent benefits pkg including a employee sponsored 401k, as well as ongoing training and professional development. We are committed to providing the best possible climate for maximum development and goal achievement for all our employees.

Community Opportunity Center is an equal opportunity employer. All applicants are considered without regard to age, sex, race, national origin, religion, marital status or physical disability.