



Position Description

Title: Medical Services Coordinator		
FLSA Class: Non-exempt	EEO Category: Administrative Support Worker	WC Class: 8861
Job Title # 100892	Salary Grade:	
Date Approved: 10/25/2014		
Revision Date:	Job Class: Residential	
Revision	Grant Funded: No	

Purpose of Position

Coordinates, transports, and tracks data entry related to medical/vision/eye appointments for youth. Provides office support for Nursing department. This position reports to the Director of Residential Services.

Major Duties (*Essential Element)

- Schedules, updates calendar, transports, and documents all health care appointments and lab work*
- Ensures proper check in of medications delivered by pharmacy and is the primary liaison with pharmacy*
- Pulls medications and refills cottage medication boxes weekly.
- Shops for and fills cottage medical supply lists.
- Reviews physical holds/restraints and refers to nurse as necessary for any medical follow-up needed.
- Other duties as needed for the betterment of Great Circle.

Working Conditions

Office environment. Lighting and temperature adequate. Some exposure to noise.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. To perform this job successfully, an individual

must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Must be able to drive to appointments. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

Strong customer service focus, excellent organizational and time management skills. Strong oral and written communication skills. Must be proficient in Word, Excel and email applications.

Required Education and Experience

- HS diploma or GED
- Ability to obtain class E driver's license within 2 weeks of hire and meet Great Circle requirement for driver's insurance

Preferred Education and Experience

Medical experience/medical office work experience preferred.