

**HOPE HAVEN
JOB DESCRIPTION
WELLNESS COORDINATOR
(Residential)**

CLASSIFICATIONS:

This position is a direct support staff position. Status is either full or part-time, paid on an hourly basis and FLSA non-exempt. The Director of Clinical Services supervises this position.

PRIMARY PURPOSE:

The primary duty is to provide coordination of all medical aspects of assigned case load to individuals with developmental disabilities in their homes and to promote wellness through oversight of direct support services to the team of health service technicians and case coordinator/lead health service technician working within a residence.

PRINCIPAL ACCOUNTABILITIES:

This position is accountable to the individuals and their families, health service technicians, respective case coordinator/lead health service tech, supervisor and the administrative staff. This position is principally responsible for providing coordination of all medical aspects, data sheets, progress notes, and billing records, as well as all documentation regarding the health and wellness of the individuals.

JOB RESPONSIBILITIES AND PERFORMANCE STANDARDS:

Responsibility Number 1: 35%

Provides coordination of all medical aspects of individuals on caseload.

Performance Standards:

- Liaison between RN and program staff regarding medical supports and need of specified caseload.
- Responsible as back-up for RN on a monthly basis to check in and verify medications for assigned case load
- Monitor medication on an ongoing basis including onsite monthly monitoring of all medication as well as regular review of the MARs
- Coordinate with RN to correct any medication receipt and medication documentation errors

- Ensures refills of PRN and prescription medications are completed correctly and in a timely manner
- Coordinate with Case Coordinator/Lead Health Service Technician the scheduling of medical visits; ensure the required documentation is completed timely and accurately; collect and monitor all medical visit forms (review and distribute) including follow up data
- Monitor allergies and dietary constraints/prescriptions for accurate and appropriate implementation as well as correct information reflected on MAR and HRST
- Monitor and provide general oversight of bowel tracking, blood sugar monitoring, and blood pressure monitoring; provide follow up to ensure appropriate and accurate reporting and following of protocols
- Ensures completion and updating of HRST logs and HRST
- Works with individual and individual representatives to implement individual plans and outcomes consistent with individual health needs
- Participates in staffings as necessary
- Provides transportation for individuals for activities and health appointments as needed and follows agency and DBHDD policies for transport and documentation. Falls under “essential” category with regard to acceptable motor vehicle record for performance evaluation purposes
- Complies with all DBHDD, CARF, Agency P&P, and regulations for Community Residential Alternative as required
- Reports known exposure to tuberculosis and hepatitis to supervisor immediately
- Is aware of individuals’ civil and human rights and provides support to exercise these rights. Makes referrals to supervisor when individual needs advocacy assistance.
- Performs health maintenance activities as outlined by Proxy Caregiver Protocols
- Performs health care monitoring and tracking as ordered by physicians and RN
- Performs health care monitoring and tracking according to state regulations

Responsibility Number 2: 25%

Provides leadership and direction to staff of health support technicians working within a residence.

Performance Standards:

- Participates in essential meetings such as the SIS and ISP and works to achieve person centered outcomes
- Serves as a liaison between staff, the main office, individuals, families, and medical professionals
- Assures that all billing documentation is complete, accurate, and submitted as required
- Completes and updates HRST as required for individuals
- Monitors household documentation (e.g., billing records, goal tracking, shift communication/exchange logs, SSAM records), reviews and delivers materials to their appropriate destinations, informs supervisor of problem areas, makes sure forms are up to date and well-stocked
- Coordinates schedule of individuals' medical appointments with the Case Coordinator/Lead Health Service Tech
- Coordinates with Case Coordinator/Lead Health Service Tech to ensure delivery of balanced meals and snacks that address individuals' preferences and health needs by assisting in developing menus and managing the purchasing of food to comply with the menu and minimize cost
- Maintains schedule of individuals' medical appointments by scheduling appointments as needed, making sure staff and transportation are arranged, documenting the visit, instructions, and any follow-up, and making sure all shifts are aware of treatment instructions, including medication changes
- Monitors household medicines and SSAM documentation by working with the pharmacy, RN, and supervisor to make sure medications are refilled and SSAM logs (MARs) are current and accurate and notifying supervisor of problems
- Works with supervisor to assure a complete schedule of staff and may provide on-call emergency support on some nights and weekends

Responsibility Number 3: 20%

Maintains documentation requirements involving individual and/or program record keeping.

Performance Standards:

- Follows all requirements regarding record keeping including DBHDD, CARF, all Medicaid waiver P&P, and agency P&P
- Completes daily all required records, reports, notes, individual data, and other electronic data in a timely fashion, including billing, goal tracking

sheets, shift communication/exchange logs, data sheets, T-logs, behavior management plans, GERs, goal tracking, health tracking logs

- Submits all documentation in a timely manner
- Reports accidents, incidents, and seizures immediately and in accordance with Regional Board procedures (medical emergencies and Category I, II, III incidents must be reported to the supervisor immediately, and 911 should be called when appropriate)
- Assures accurate entry of activity notes (T-logs) into individual records
- Assures accurate entry of all appointments and health records
- Completes and reviews billing information daily and submits as required

Responsibility Number 4: 10%

Monitors and supervises the individuals in self-administering medications.

Performance Standards:

- Maintains medication regimes according to prescribed directions for individuals
- Provides medications at predetermined times in a manner consistent with SSAM P&P
- Documents on the MAR immediately after providing support with SSAM
- Notifies supervisor of any irregularities or unusual circumstances and documents details in the comments of the MAR
- Follows procedures for medication errors

Responsibility Number 5: 10%

Performs various other duties as may be assigned (up to and including reassignment to another program).

Performance Standards:

- Provides “cross coverage” when requested
- Attends individuals activities when requested (e.g. socials, potlucks)
- Secures coverage when unable to work
- Participates in team meetings, trainings, and staff development functions

ESSENTIAL FUNCTIONS AND PHYSICAL REQUIREMENTS

(reasonable accommodations will be made if necessary):

Ability to use computer system

Ability to use office telephone system

Must have safe reliable transportation to get to work site as well as to transport individuals to appointments and community activities

Ability/means to communicate/document important information

Ability to maneuver steps and other barriers to some homes

Ability to assist with personal care tasks
Ability to perform CPR and First Aid
Ability and willingness to demonstrate physical competence in CPI Personal Safety Techniques and Restraints
Ability and willingness to lift up to 100 lbs. at least 4 times per day with adaptive equipment (e.g. when providing personal care to individuals or moving contract work) as well as the willingness and ability to move fully loaded work pallets and skids using adaptive equipment, as well as the willingness and ability to assist in lifting and transferring people up to 200 lbs.)
Ability and willingness to work in an open environment with noise, dirt, and fumes
Ability to hear, see, and communicate verbally within a level of basic understanding
Case management
Service plan development and implementation
Record keeping

MINIMUM QUALIFICATIONS:

LPN
Experience with DD population preferred but not required
Related experience
Valid Driver's License and Vehicle Liability Insurance
Acceptable Motor Vehicle and Criminal Records reports
Pre-Employment Drug Screen
Reliable personal transportation