



<b>Position Title:</b>	Medical Coordinator
<b>Classification:</b>	
<b>FLSA Status:</b>	Exempt FT
<b>Paygrade:</b>	
<b>Program Location:</b>	Quality & Performance Improvement
<b>Reports to:</b>	Director of Quality & Performance Improvement
<b>Supervises:</b>	N/A

#### **DESCRIPTION:**

The Medical Coordinator serves as a member of the Quality team and works closely with the Director of Quality & Performance Improvement providing leadership and support in all aspects of the Health Risk Screening Tool (HRST) implementation, including reviewing the accuracy and quality of a web-based screening instrument that detects health risks, health destabilization, and promotes a better quality of life for all people served by Mainstay Life Services. Responsibilities will include assisting in coordinating medical, health, and wellness for individuals receiving services and any specific medical skill or oversight of medical procedures for individuals receiving services as needed. This position will be a resource to the team and will bring a positive and person-centered care approach that works cooperatively with administrative and program staff. This is a position that has the flexibility to telework from home on a Mainstay device as well as in the administrative office.

#### **RESPONSIBILITIES:**

##### **Health & Wellness**

- Guide and assist Mainstay program staff to support the attainment of the best possible health and personal outcomes for people receiving services
- Support persons served to achieve their health and wellness goals through education and consultation
- Be familiar with and help identify assistive technology, etc. in support of persons served being as independent as possible in managing their health care needs
- Provide oversight and direction for the implementation/integration of the HRST, including on-going training for Agency raters
- Identify health care concerns/needs as indicated by HRST ratings and medical needs of persons served
- Develop and provide training related to medical topics or identified medical needs of people receiving services
- Utilize and understand health and medical information provided in ISPs for people supported through Mainstay programs as needed
- Meet with team members to review medical concerns and needs of individuals as necessary
- Assist and review medical appointments, documentation, and diagnostic testing as needed
- Complete medication reviews for people returning to their home after stays with medical facilities
- Assist with coordination of services for people requiring skilled nursing or hospice care as needed
- When the agency is supporting a Life Sharing participant with medically complex concerns, the following responsibilities are required:
  - Conduct and document routine monitoring and assessment of the participant's health and safety in coordination with the Life Sharing Specialist;
  - Provide relevant health care and safety related training to the Life Sharing Partners/host family and any additional life sharing staff providing support in coordination with the Life Sharing Specialist;
  - Oversee access to and coordination of medical care including assisting the Life Sharing Partner/host family with medical appointments and maintaining documentation related to health care; and
  - Make yourself promptly available to the Life Sharing Partner/host family for consultation on an as needed basis

##### **Organizational Management & Administration**

- Successful completion of the HRST online rater training
- Successful completion of the HRST virtual or onsite clinical reviewer training
- Serve as the clinical reviewer for all completed HRSTs
- Maintain HRST rater certification
- Assisting the QI team in the design of required Correction Plans as needed
- Maintain certification as a First Aid/CPR trainer
- Maintain certification as a Diabetes Education Specialist
- Proficient computer, documentation skills, and data entry
- Utilization of the electronic record system

##### **Strategic Leadership**

- Support all program staff and departments to ensure quality support for people receiving services
- Participate in Quality Management activities, including the development of Business Information dashboards, as assigned

- Participate in meetings and workgroups as assigned
- Work collaboratively with the QI team to develop strategies to proactively close identified care gaps (HEDIS)
- Identify, track, and analyze health and wellness trends/outcomes utilizing data from HRST, Wellbridge, and other associated health and wellness programs in place at Mainstay
- Assist with pharmacy related issues as needed
- Maintain confidentiality of individual and Mainstay Life Services information
- Understand and maintain compliance with policies and procedures
- Familiarity with ODP's Medication Administration Process including completion & maintenance of train the trainer certification
- Assist in oversight of Medication Administration, including review of medication errors when needed
- Continuing personal and professional development through attending all mandatory trainings, meetings and in-services as scheduled
- Serve on Agency wide committees as needed/requested

**MICELLANEOUS:**

- Responsible for the completion of other related duties as assigned.

**CORE COMPETENCIES, KNOWLEDGE, SKILLS & ABILITIES:**

- Facilitating Learning/Training
- Communication
- Assessment
- Time Management
- Organizing & Planning
- Attention to Detail
- Flexibility
- Demonstrate Initiative

**HOURS:** 40 hours/week; this position is a remote position with the expectation that the Medical Coordinator will work from the office or at program sites as needed and required for job duties related to, but not limited to, training responsibilities, team meetings, and supporting persons served.

**PHYSICAL REQUIREMENTS:**

- Vision Acuity for the Position:  Vision is Essential  Vision is Non-Essential
- Environmental Conditions: 90% Inside – 10% Outside
- Workers may be Exposed to:  Cold  Heat  Dust  Mist  Odors
- Physical Requirements for the Position: ability to lift 25 to 50 pounds regularly, ability to respond quickly to sounds, ability to move safely over uneven terrain or in confined spaces, ability to see and respond to dangerous situations, ability to work in extreme weather, ability to wear personal protective gear correctly most of the day

**QUALIFICATIONS:**

- Valid Pennsylvania Licensed Practical Nurse or Registered Nurse License with a minimum of four (4) years' experience, preferably in community health nursing, family practice, or medical/surgical setting.
- Current clearances and required certifications.
- Experience caring for individuals with I/DD and knowledge of DHS regulations preferred.
- Position requires excellent verbal and written communication skills and creativity in problem solving.