**Shore Community Services, Inc.**

# Job Description

## **Job Title:** Medical Liaison

## **Department:** CILA

## **Position Type**: Full-Time

## **Shift/Hours:** Overnight Monday thru Friday 9:00 am - 5:00 pm

## **Status:** Hourly

## **Reports to**

Director of Residential Services

## **Supervises**

Not Applicable

### **General Description**

1. Coordinate the delivery of appropriate medical services and health care support to all residents.
2. Provide medication management assistance to all residents when applicable.
3. Implements general responsibilities.

### **Qualifications – Education or Equivalent**

High School Diploma or equivalent and additional education preferred.

### **Qualifications – Experience or Equivalent**

Experience with persons with intellectual and other developmental disabilities.

## **Qualifications – Abilities**

1. Adhere to rules and regulations by which the agency is governed (DHS – Rule 116/115).
2. Possess ability to utilize all applicable technology and computer programs related to his/her position.
3. Collects data, recalls facts, develops, analyzes, evaluates, recommends, interprets, and implements medical-related plans.

#### Qualifications – Skills

English reading/verbal/writing skills, interpersonal, math, computer literacy, organizational, driving, ability to work independently, as well as part of an interdisciplinary team.

#### Qualifications - Physical Requirements

Uses hands, sits, bends, lifts, pushes, pulls, carries, independent mobility.

#### Qualifications – Licenses / Certifications

Valid driver’s license

#### Special Equipment / Clothing

Closed-toe shoe with non-slip sole.

Recommend no earrings, rings with raised design, bracelets, chains, pins

##### Essential Duties

1. Coordinate the delivery of appropriate medical services and health care support to all residents.
2. Completes training to be certified as DSP and Medication Administration Training.
3. Completes CPR & First Aid, Safety Care and any relevant training required for role within 120 days of starting the position.
4. Ensures all appointments or follow-up appointments are completed in a timely manner.
5. Schedule and ensure all medical visits, including (physicals, dental, vision, psychiatric, neurology, audiology, podiatry, PAPs, mammograms, prostate screenings, etc.).
6. Review all completed medical appointment summary consultations for needed follow-up appointments and place appointments in HSMS.
7. Maintain and update the medical appointment tracker for consumers via HSMS.
8. Ensure all annual appointments are completed within 364 days of the previous appointment.
9. Ensure all follow-up appointments are completed promptly (as scheduled), are properly tracked via HSMS, and remain in compliance.
10. Ensures the accuracy of all medical needs/logs tracking to include but not limited to physical exams, laboratory work, and treatment.
11. Accompany all residents on appointments, laboratory appointments, and treatments, unless otherwise arranged and approved.
12. Communicate with the Director, QIDP, Program Manager, Nurse, and CDS (if applicable) of all appointments.
13. Transports residents to/from medical appointments as needed.
14. Travel between Organization facilities as needed, observing all policies and procedures relative to vehicle safety and operation.
15. Serve as an appropriate role model.
16. Provides medication management assistance.
17. Assist the Nurse on an as-needed basis with medication check-in as medication arrives from the pharmacy. Ensuring medication accuracy, availability, and follow-up.
18. Assists with medication management and distribution to all residents.
19. Ensure new prescriptions are issued.
20. Completes Weekly Necessary Medication Audits of each med room.
21. Communicate with the Nurse regarding instructions for new medication dosage and administration.
22. Administer medications as needed.

C. Implements general responsibilities.

1. Complies with all Organization policies, procedures, rules, and guidelines.
2. Maintains confidentiality of persons served and advocates for the rights of persons served.
3. Emphasizes safety rules and procedures including Universal Precautions.
4. Recommends risk prevention strategies.
5. Reports suspected or known misconduct, including fraud, abuse or waste by staff or volunteers in accordance with Corporate Compliance requirements.
6. Reports suspected abuse, neglect or financial exploitation of persons served in required timelines.
7. Participate in training to upgrade skills.
8. Maintains organized, clean, functional workspace and equipment.
9. Serves on internal/external committees or represents Division or Organization at meetings as assigned.
10. Substitutes for other staff as assigned.

12. Performs other duties as assigned.

**Non-Essential Duties**

Performs light maintenance and cleaning as needed

Lifting or carrying boxes or packages

*This job description may be modified at any time at the discretion of the agency. This is not intended to be a complete listing of all responsibilities and duties of this position, but rather a representative sample of the work to be done.*

*NM 3/27/24*

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Signature Date Signed