



Health Care Coordinator

Classification: Exempt
Reports to: Director of Community Life

Status: Full-time

Purpose of Position

Responsible for oversight of the day-to-day health and medical needs of the core members while complying with all applicable standards and regulations. Acts as the primary liaison with pharmacy and all medical professionals, as well as maintaining individuals' medical records. Advocates for core members' medical needs. Assists with medical training requirements. Conducts state required healthcare monitoring assessments. Participates in medical appointments and core member assessments.

Qualifications

Education/Experience: Registered Nurse or Licensed Practical Nurse with a minimum of 3 years nursing experience. Two years of ID/DD or MH experience is preferred. Minimum of one year of supervisory or leadership experience, preferred.

Specialized Skills:

1. Thorough knowledge of theories, principles, and practices applicable to the services provided to core members of L'Arche Erie.
2. Capacity to develop and implement health care related goals and objectives; identify core member's healthcare related needs and establish priorities for the delivery of healthcare services.
3. Ability to relate respectfully to others, to listen attentively and communicate clearly and directly via oral and written format.
4. Ability to perform role responsibilities with a high degree of initiative, competence, and independent judgment.
5. Ability to recognize and respect limits of authority and responsibility.
6. Capacity to establish and maintain professional relationships with core members, family members, team members, outside professional staff, representatives of other agencies and the public.

Must have: Current and Valid PA Nursing License, Clearances, Physical/Mantoux, Current CPR Card, and a valid Pennsylvania Driver's License. Flexibility of schedule required.

Principal Accountabilities

Essential Functions:

- 1. Oversees the day-to-day health and medical needs of the core members.**
 - a. Oversees development and revision of healthcare protocols to ensure quality health care services.



- b. Assesses core members' health needs when necessary, including but not limited to vitals, documentation, and observation; addressing change of health needs as appropriate.
 - c. Ensures the scheduling of care for core member medical and dental needs; monitors follow up care and attends appointments for acute issues.
 - d. Acts as liaison between L'Arche homes, doctor's offices, and pharmacies; serving as the primary contact for core member hospitalizations and discharges.
 - e. Responds to communication for assigned core members after-hours, when necessary, via the provided cell phone following appropriate guidelines.
 - f. Performs monthly review of physicians' orders; obtains physician signatures on all orders quarterly; transmits signed orders to the pharmacy every 6 months.
 - g. Updates all H&P's, health maintenance forms and swallowing assessments for the core members' yearly physical exams.
 - h. Administers and reads Mantoux tests.
 - i. Coordinates community participation in annual Health Risk Screening process.
 - j. Teaches team members treatments and personal care as needed.
 - k. Develops and maintains documentation systems for continuity of care and record storage that assures compliance with local, state, and federal regulations and community policies and procedures.
- 2. Acts as an advocate and financial steward for core members regarding their health care related costs.**
- a. Coordinates / reviews all healthcare services and assists with core member insurance issues as needed. Collaborates with all health care professionals as needed.
 - b. Function as a program technical resource for medical equipment and services.
 - c. Implements and manages Quality Improvement activities as assigned.
 - d. Participates in strategic planning, new program and clinical model, and policy development as needed.
- 3. Effective member of Service Coordination Team**
- a. Supports the appropriate development and implementation of Individual Support Plans.
 - b. Participates in strategic, programmatic, and operational planning efforts for assigned areas and initiatives.
 - c. Participates in the Quality Management Team.
 - d. Promotes good stewardship by monitoring financial impact of team activities.
- 4. Actively participates in and supports the L'Arche community**
- a. Understands, adheres to, and embodies the value of servant leadership and ensures adherence to the organization's philosophy, guiding principles and core values.
 - b. Demonstrates ongoing commitment to the core members, the L'Arche community and the mandate and mission of L'Arche.
 - c. Participates in personal, professional and community development opportunities.
 - d. Maintains, adheres to and/or supports all licensing, ethical standards, and regulatory requirements/ accreditations for assigned areas.



- e. Develops and maintains relationships with appropriate internal and external stakeholders to advance the mission and support program and organization sustainability.
- f. Supports other community members in their growth.
- g. Performs other “mission related” duties as assigned.

Physical Demands Assessment

The physical demands below are representative of those that must be met by an employee to successfully perform the essential functions of the job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Task	Frequently	Occasionally	Rarely
Talk or Listen	X		
Reach with Hands or Arms	X		
Remain in a stationary position & move about inside and outside the home / office	X		
Ascend Stairs Without Assistance		X	
Listen for & Respond to Alarms		X	
Shovel Emergency Walkways			X
Physical Hands-on Support During Evacuations		X	
Lifting or move up to 50 lbs. independently	X		
Stoop, bend, stand or kneel for 15 min periods at a time*	X		
Specific vision abilities*	X		

Non-essential Functions:

Performs other duties as assigned

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the role.

My signature below indicates that I have reviewed this role description and have received a copy of it.

Employee Signature: _____ Date: _____