

Job Description

Position: Medical Liaison
Department: Residential/SLA
Reports To: Residential Manager
FLSA Status: Non-Exempt

Summary:

The Medical Liaison Residential Services is responsible for implementing procedures and individual program that will enhance opportunities for participants of a FAVARH Residential Program to reach his/her highest level of independence. The Medical Liaison Residential Services is responsible directly to the Residential Manager and indirectly to Residential Coordinator or Director, and shall function in accordance with FAVARH policies as established by the Board of Directors.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Follows all procedures in a manner that respects the human and civil rights of individual participants and staff.
2. Demonstrates effective interpersonal skills, which enhance communication between participants and/or staff and departments.
3. Must demonstrate ability to communicate effectively, verbally and in writing.

MEDICAL SERVICE COORDINATION:

4. Ensures all medical needs are addressed, i.e.:
 - a. Maintains phone contact as assigned with all residents' physicians, dentists and other medical specialist.
 - b. Accurately maintains all medical records as assigned.
 - c. Schedules all medical appointments as assigned in accordance with licensing regulations (annual physicals, psychiatric treatment, dental, follow-up appointments, etc.)
 - d. Transports and advocates for the residents during each medical appointment
 - 1) Assures appropriate paperwork is completed.
 - 2) Assures necessary follow-up per physicians' orders.
 - e. Shares relevant medical information with families at manager's direction.
 - f. Knowledge and application of DDS medical licensing regulations.
 - g. Completes Therap for all billable SL hours.
5. Assures that prescribed medications are accurately dispensed to participants and/or that all medical pill boxes are filled weekly and checks for accuracy. Reports concerns or questions to Nurse/Residential Manager
 - a. Places routine orders of participants' medications.
 - b. Maintains all medication records in cooperation with the FAVARH Nurse.
 - 1) Review Kardex for accuracy weekly for each resident
6. Assists Manager to identify/secure additional funding for Health Care Coordination or Support Hours as needed
7. Maintains sufficient first aid supplies for the property
 - a. Reviews and updates nursing log documentation weekly.
 - b. Transfer documents which have been reviewed by RN into residential medical file.
 - c. Implements Health Tracking in Therap with the Residential Manager and Agency Nurse

6. Assists in providing “on-the-floor” training to Residential Instructors as assigned.
7. Implements safety procedures, safety training and development of safe teaching techniques for all staff/participants on site.
8. Implements outlined daily routine such as but not limited to: assisting with hygiene, cooking, dressing, toileting and housekeeping responsibilities.
9. Reviews shift with outgoing staff, reviews logs and checks personal mailbox.
10. Completes communication, nursing, medication, behavior and other individual T-logs on a daily basis.
11. Instructs participants in completion of daily weekly chores and ensures their completion as necessary.
12. Suggest and supervises leisure activities for participants during leisure periods.
13. Provides transportation for participants and follows FAVARH’s Van Driver Policy and Procedures.
14. Dispenses medication to participants as required by medication administration regulations.
16. Provides immediate individual counseling to participants when appropriate for minor adjustment problems, referring more serious problems to the Residential Manager.
17. Implements behavioral program as specified by the Behavior Specialist.
18. Implements restraint procedures according to FAVARH Behavior Policy.
19. Assures/encourages participants’ exercise of their human and civil rights.
20. Remains on duty until adequate supervision for all participants is secured.
21. Fulfills Residential Instructor responsibilities on all residential sites, as needed/assigned.
22. In Managers’ absence, will provide support to on-call Manager.
23. Attends, participates and initiates opportunities to go to Agency sponsored meetings/ trainings as assigned by Residential Manager/Coordinator/Director.
24. Develops and maintains good public relations and publicity by interpreting continuously to neighbors, participants’ families, local community groups, the purpose and needs of the Residential Department and FAVARH.
25. Participates and encourages Department participation in Agency special events and fundraising activities.
26. Compete Habilitation Program assignments for each assigned participant.
 - a. Completes Life Skills Assessment, Water Assessments and Safety Protocol updates as assigned by Residential Manager
 - b. In the writing/completion of individual programs/task analyses, as needed.
 - c. Assist in obtaining teaching materials as needed.
 - d. In the development and completion of the IP, as assigned.
 - e. Attends, in person, the participant’s annual IP, as assigned.
 - f. Implements individual teaching programs, as specified by individual’s task analysis form.
 - g. Documents individual teaching programs, as assigned.
 - h. Reports to the Residential Manager any issues that interfere with the implementation of the teaching program, or suggestions that might improve the program.

OTHER RELATED DUTIES & REQUIREMENTS:

1. Assists participants in banking/budgeting transactions and completes necessary documentation as assigned.
2. Assist participants in purchasing personal items, i.e., hygiene supplies, clothing, leisure supplies, etc., and completes/provides necessary documentation.
3. Maintains sound interdepartmental communication.
4. Reports vehicle and house maintenance needs to Manager.
5. Monitors changes in dietary requirements and participant’s weight and reports information to Residential Manager/Agency Nurse.
6. Completes other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Medication Administration Certification required within 3 months of hire to retain position.
2. Must complete all required Residential Training within 10/30 days of hire.

3. Physical restraint training/certification required within 6 months of hire to retain position.
4. Must successfully complete all other required Residential Training within 10/30 days of hire.
5. Must be physically able to implement restraint procedures and administer CPR without reasonable anticipation of injuring oneself and/or others.

MINIMUM EDUCATION REQUIRED:

HS Diploma/GED required; Two years college education from an accredited college in Special Education, Residential Services, or related field of study preferred.

MINIMUM EXPERIENCE REQUIRED:

One year experience working in the field of Health, Education, Rehabilitation and/or Residential Services.

Abilities

Oral Comprehension/Expression ability to listen to and understand information and ideas presented through spoken words and sentences; communicate information and ideas in speaking so others will understand

Written Comprehension/Expression ability to read and understand information and ideas presented in writing; communicate information and ideas in writing so others will understand

Speech Clarity ability to speak clearly so others can understand you.

Deductive Reasoning ability to apply general rules to specific problems to produce answers that make sense.

Work Style

Individual must possess integrity, demonstrate initiative/attention to detail, dependable/reliable, ability to deal effectively with ambiguity and problem solve effectively; flexibility/adaptability

Physical Demands

Must be able to lift 75 pounds.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties. The noise level in the work environment is usually moderate.

I have received a copy of my job description and understand my job responsibilities.

Signature

Date