

## **PRN SUPERVISOR/MEDICAL ASSISTANT JOB POSTING**

We currently have a position open for PRN Supervisor/ Medical Assistant.

### **POSITION SUMMARY:**

The PRN Supervisor/Medical Assistant provides assistance to the Youth Services Coordinator and Medical Coordinator in the provision of health care services and provides direct therapeutic support and supervision to the clients throughout the course of all daily activities and responsibilities.

The PRN Supervisor/Medical Assistant provides direct supervision to the residents throughout the course of all daily activities and responsibilities. PRN Supervisor/Medical Assistants are required to perform all job functions of a Youth Care Worker as well as additional duties that promote consistency in the Residential Program. PRN Supervisor/Medical Assistant is considered leadership positions within their assigned cottages. They provide leadership in other cottages and for the general campus. PRN Supervisor/Medical Assistants promote a positive view of the program when working with residents, Youth Care Workers, and supervisors at all levels. They promote consistency and dependability through modeling and mentoring with residents as well as co-workers.

### **Organizational Duties and Responsibilities**

1. Can support the mission and vision of The Methodist Home as evidenced by compliance with all organizational policies and procedures.
2. Supports and facilitates positive interaction with others as evidenced by: professional maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
3. Exhibits effective communication skills including proper use of agency communication systems.
4. Exhibits sound stewardship by effectively managing information resources to achieve the objectives of The Kentucky United Methodist Homes for Children and Youth.
5. Supports all functions that attain and maintain accreditation with regulatory agencies.
6. Participates in appropriate professional development programs and in services to attain and maintain competency.
7. Maintain effective skills necessary to respond to traumatized clients and support a trauma informed care system.

### **Supervisory Duties:**

1. Encourages innovation, creativity, and goal setting with clients.
2. Promotes team building and teamwork.
3. Is responsible for on-call rotation with after hours and/or crisis as needed
4. Provides on-the-job support for new Youth Care Workers in conjunction with the Youth Services Coordinator, Case Manager, Therapist, Medical Coordinator/Nurse, Residential Services Director and Therapeutic Services Director to assure an effective transition into their role as a Youth Care Worker.

### **Medical Assistant Job Specific Duties and Responsibilities**

1. Assures the personal privacy and dignity of all Methodist Home clients through strict adherence to policies on confidentiality.
2. Works cooperatively with all staff for the good of The Methodist Home and projects a positive public image.
3. Has knowledge of licensing standards and as appropriate provides youth care staff with information to meet the standards.
4. Build rapport with clients to aid in the provision of services; providing educational groups with clients as requested.
5. Teaches positive behavior and provides positive role model to clients (i.e. appropriate language, dress, and social skills).
6. Has knowledge of clients' treatment needs in order to provide appropriate case management to meet these needs. Participates in intake interviews of new clients when possible. Attends and provides written input as needed at required treatment team meetings.
7. Communicates timely and competently, orally and in writing, all pertinent information concerning the clients to the Youth Services Coordinator and Therapist, to assure the overall well-being of the clients.
8. Assures that routine health care and first aid, as detailed in The Methodist Home's policies and procedures, are provided to each client. Assists in assuring that first aid and medical supplies are available in the programs.

9. Maintains all health records, including but not limited to proper documentation of medical care, in accordance with the certification standards of KYUMH and licensing standards of the Cabinet for Children and Families.
10. Assures proper dispensation and documentation of medication through regular review of MAR. Communicates all pertinent information concerning the clients' medication administration to the Medical Coordinator and applicable Youth Services Coordinator.
11. Arranges appointments for medical, dental and eye exams in consultation with the Medical Coordinator. Maintains current immunization status, annual examinations and annual TB testing for clients.
12. Assists in transporting clients to scheduled appointments as needed (for example medical appointments, court or visits, etc.).
13. Assists in the coverage of clients hospitalized as needed.
14. Consults with health care professionals as needed and ensures physician/nurse practitioner/psychiatrist orders are implemented and monitored. Shares all pertinent information with appropriate staff.
15. Assists in the collaborative consultation with registered dietician to ensure nutritional health of clients monitored and maintained.
16. Coordinate with assigned pharmacy company and Medical Coordinator, ensuring adequate medications. Assists in providing current billing information and resolving medical billing issues as needed.
17. Assures each cottage/program, public building and campus vehicles are equipped with necessary first aid and medical supplies in accordance with OSHA, Licensing, COA and safety requirements.
18. As needed, communicates promptly with state Child Benefit Workers to ensure client receives medical coverage (insurance, Medicaid, KCHIP) timely. Assists in providing current billing information to health care providers.
19. Attends all required meetings. Is prepared to discuss program issues, employee issues, treatment issues, and is prepared to give a written response when needed.
20. Develops, schedules and implements inventory control on medications and maintenance checks on medical equipment. Provides information to Residential Services Director for annual budget.

21. Assists in managing behavior including but not limited to providing close supervision, observing and responding to changes using positive reinforcement and using appropriate techniques to de-escalate negative behaviors, and using Safe Crisis Management according to training and policy when client presents as a danger to self or others.
22. Other duties as assigned. PRN Supervisor/Medical Assistants will be assigned duties to include, but not limited to, training direct care staff, completion of administrative tasks as assigned by Youth Services Coordinator and/or Residential Services Director or Therapeutic Services Director. These will include, but are not limited to allowances, recreation, cottage paperwork, drills and documentation of same as assigned by Youth Services Coordinators and/or Residential Services Director or Therapeutic Services Director. PRN Supervisor/Medical Assistants will act as site supervisors on duty while on campus during times supervisory staff is away from campus. PRN Supervisor/Medical Assistants are expected to model and mentor for new employees in a manner that is beyond the expectations of Youth Care Workers.
23. Other duties as assigned.

### **On-Call Responsibilities:**

1. Remain physically available to respond to crises as dictated by agency policy.
2. Work Saturday and Sunday of on-call week; off prior Friday and following Monday of on-call week
3. Announce to all programs you are on-duty.
4. Be available to all programs to answer questions and address staff concerns. Make certain that staff is following correct procedures.
5. Be available by phone after hours; be no more than one hour from campus at any point during on-call
6. Ensure that staff complete Incident Reports as required.
7. If ESPI is utilized, debrief all staff involved.
8. Notify Clinical Director according to procedure.

### **Job Specifications**

1. Must be at least 21 years of age.
2. Must have a valid state of residence driver's license.
3. Successful completion of a thorough background check.
4. High School diploma or equivalent; Bachelor's Degree in related field or four years' experience with direct childcare in a residential or mental health setting preferred or Two (2) years of education from a college or university and two (2) years of work experience in a child-caring facility.
5. Maintains appropriate amount and quality of training per policy.

6. Is trained in Safe Crisis Management (SCM). Remains current on ESPI review. Is willing to use ESPI when necessary in keeping with our policy.
7. Is trained in CPR and First Aid. Remains current.
8. Excellent communication and public relations skills.
9. Able to plan, organize and work with moderate level of independence.

### **Physical Demands**

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.

Letters of interest with resumes for this position will be accepted through February 18, 2019 at noon (EST). If you are interested, please submit your letter of interest and resume' to Jennifer Hamilton/Human Resources @ [Jennifer.hamilton@kyumh.org](mailto:Jennifer.hamilton@kyumh.org).