



Medical Care Coordinator

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" The Children's Shelter is waiting for you! Since 1901, The Children's Shelter has touched countless lives and every year, serves over 4,000 children and parents. Become part of a growing team providing high-quality, trauma-informed care for children and families.

The Medical Care Coordinator is responsible for the oversight of the medical clinic at the Whataburger Center for Children & Youth. He/she ensures compliance with DFPS Contracts, HHSC Licensing, Council on Accreditation and other required regulatory bodies. The Medical Care Coordinator steps in as Shift Supervisor or direct care as needed. The Medical Care Coordinator trains and supports staff responsible with medication duties.

Responsibilities Include:

- Maintains compliance with HHSC minimum standards to medication protocols.
- Practices and teaches to the Medication Safety Guideline: the 5 Rights of Medication Administration:
 - The Right Patient
 - The Right Time and Frequency of Administration
 - The Right Dose
 - The Right Route
 - The Right Drug
- Ensures medication errors are quickly identified and rectified to prevent future errors.
- Conducts daily medication/medication documentation review.
- Conducts twice weekly medication audits using formal auditing tool.
- Trains and retrains all staff with medication administration duties.
- Assesses staff competency routinely using the formal medication administration competency tool.
- Communicates with direct Supervisor about any discrepancies noted during reviews.
- Seeks DFPS Caseworker approval of all new medication and medication changes as a result of medical or psychiatric care.
- Manages workload to maintain efficiency and high accuracy in day-to-day duties.
- Schedules new and follow-up appointments as required by HHSC Minimum Standards, The Children's Shelter, and contracted (Christus/CHOSA) facilities.
- Serves as liaison between resident, doctors office staff, department administrative staff, school, and contracted services (Christus/CHOSA).
- Collaborates with WCCY Case manager and others to ensure resident's needs are met.
- Maintains current health records, which includes: documentation to satisfy the requirements of HIPAA and other federal and state privacy laws, including privacy rights, consent(s) to comply with privacy and confidentiality requirements, assessments, communications and records provided by outside providers.
- Regularly reviews patient panels to determine whether follow-up appointments are due.
- Collaborates with WCCY Case manager and others to complete intake, service planning or discharges.

Requirements:

- Minimum of 2 years in health care field such as medical records, unit clerk, medical assistant or related experience.
- Medical Assistant certification preferred.
- 2-3 years of direct-care experience with residents who exhibit emotional or behaviorally challenging behaviors in a residential, shelter, school, hospital, or community-based setting is required.
- Demonstrated experience providing interventions with residents with severe emotional and behavioral issues.
- Ability to professionally manage multiple child and or programmatic situations while confronted with changing circumstances and deadlines.
- General computer competency including internet for research, Word, and basic Excel

- Ability to review medical records and documentation for completion.
- Excellent written and verbal communications and strong customer service skills.
- Maintain confidential information and comply with all HIPAA standards.
- Ability to work flexible hours, including weekend and evening hours in order to meet the needs of the residents and department.
- Maintain a current driver's license to operate the type of vehicle that is used to transport children.
- Successful clearance of a criminal background check, including fingerprinting and drug testing.

The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

You can apply on-line by visiting our website www.chshel.org or in person at:

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Monday-Friday 8am-5pm