

## **Health Services Coordinator**

Nonprofit Organization - Oakland, CA

\$20.00 an hour

### **About Clausen House**

Clausen House is an Oakland-based non-profit whose mission is to create opportunities for adults with developmental disabilities to gain competency, develop relationships and join the community with increasing command over their own lives. We provide a range of programs for over 200 adults by providing Residential Services, Independent and Supported Living, Supported Employment, Adult Education and Recreational Programs. Clausen House's residential program is looking for full time Health Services Coordinator.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Monitor client's health through coordination with Residential Administrators and schedule medical/dental/therapy appointments accordingly.
- Document requests of healthcare received.
- Maintain preventive health care record for each individual to insure they receive recommended tests and procedures relative to their age, medication and medical history.
- Maintain medical records in compliance with titles 17 & 22; and update emergency annually.
- Ensure clients' health care needs are in compliance with Titles 17 & 22; and update emergency annually.
- Oversee prescription – ordering system for three residential homes.
- Provide direct support to clients as needed, supplementing residential staff responsibilities
- Inventory and order food and hygiene supplies within budget. Identify discrepancies in what was ordered versus what is on hand to track theft and waste.
- Provide transportation for clients to various appointments and other destinations in personal and Clausen House vehicle.
- Serve as a positive role model for consumers.
- Perform other duties as required.

### **JOB REQUIREMENTS:**

- Minimum High school Diploma
- Experience providing services to developmentally disabled adults
- Ability to obtain certification as a Direct service Professional within 1 year of employment
- Training in First Aid and CPR, general health and familiarity with diagnosis of various developmental disabilities
- Knowledge and compliance of Title 17 and Title 22 regulations
- Possession of Valid California Driving License and the ability to transport residents in a Clausen House vehicle
- Ability to work with minimal amount of supervision
- Effective oral and written communication skills
- Effective organization skills

### **PHYSICAL DEMANDS**

- Endurance-Moving About: Frequently
- Specific Examples include, but are not limited to: Moves between residential facilities and other locations where applicable to transport consumers within the community
- Endurance – Overall Strength: Some sedentary work. Bending, lifting, and squatting, with objects weighing up to 10lbs.
- Must be able to handle consumers with physical impairment problems. Exerts force and or lifts or carries objects weighing up to 10 lbs. or more occasionally

### **ENVIRONMENTAL CONDITIONS**

- Location: Inside/Outside – Work is 50% inside and 50%outside; generally provides protection from weather conditions and temperature changes.

- Stairs/Steps: Daily – Occurs on every shift. Ascend and descend stairs

Job Type: Full-time

Salary: \$20.00 /hour