

Job Title	Youth Medical Services Coordinator
Employer/ Agency	HARRIS COUNTY
Job Description	<p>Under the direct supervision of the Shift Supervisor; the Youth Medical Services Coordinator is responsible for oversight and coordination of medical services for youth in Kinder Emergency Shelter. The position also works as a Youth Care Worker when needed and monitors and counsels residents in accordance with the guidelines set forth by the Texas Department of Family and Protective Services Licensing Division.</p> <ul style="list-style-type: none"> • Coordinates medical services to youth in Kinder Shelter and maintains medical records. • Interviews youth to obtain medical histories, vital statistics, height, weight, and medical information to place into medical record. • Receipts all prescribed medications that accompany youth into facility. • Arranges all medical needs in coordination with parents and caseworkers. • Arranges for all follow-up medical requirements; identifies and takes appropriate action with all youth that have medical or behavioral health needs. • Monitors medications to ensure acceptable accountability measures when medications are ordered and received into the facility. • Stores medications in a safe and accurate manner in accordance with established policies, procedures, and applicable state/federal regulations. • Ensures an adequate medication supply is maintained throughout youth's stay. • Accurately records the administration of medications for residents as prescribed by the physician in accordance with established policies and procedures and applicable state/federal regulations. • Documents for client file progress notes for each resident; completes all data entry and paperwork assigned to ensure state and federal requirements are maintained. Ensures accountability measures for medications when administered to patient and at change of shift. • Verifies identity of patient receiving medication and records name of drug, dosage, and time of administration on specified records. • Presents medication to patient and observes ingestion, other application, or administers medication using specified procedures and documents reasons prescribed drugs are not administered. • Provides and promotes resident's rights during the administration of medications. • Provides youth with information regarding the medication they have been prescribed including what it is for, possible side effects, and other medication education as needed. • Monitors patient's physical and emotional well-being, records, and reports to the supervisor/administrator symptoms and conditions of residents that

	<p>may possibly be related to medication interactions, adverse drug reactions, or medication side effects.</p> <ul style="list-style-type: none"> • Reports child abuse allegations, emotional, or physical abuse of a child according to minimum standards and Kinder Shelter policy and procedures. • Documents all incidents involving youth accidents, injuries, illness, signs of emotional distress, medications and other information in the EVOLV system. • Manages and interacts with youth in order to provide a positive rehabilitative influence confronting unacceptable behavior when contrary to program rules in order to maintain a safe environment for all residents and staff incorporating the behavior management program as a teaching tool. • Develops a positive rapport with youth while serving as a role model to create a safe and caring environment for all youth and staff. • Provides skill development in the areas of personal hygiene, decision making, independent living skills and problem solving for youth in the program. • Monitors living conditions to make certain youth are dressed and groomed appropriately for scheduled activities ensuring that residents maintain their rooms/areas thoroughly for a clean and safe environment. • Provides transportation to youth for appointments and activities when necessary. • Organizes and participates in program and recreational activities and events. • Reports and completes work orders as needed. • Present and punctual for all scheduled shifts including weekends and holidays and remaining awake and alert at all times. • Serves as resource person and takes on-call duties when designated by supervisor. • Maintains a safe, clean, and hazard-free facility. • Tasks include regular maintenance and general cleaning of common areas and laundry duty involving marking, laundering, and folding clothes. • Attends and participates in all mandated trainings, work groups, and staff development/training activities to enhance skills and develop professional knowledge and maintains annual training hours required by licensing. • Other duties as assigned
Qualifications	<ul style="list-style-type: none"> • Associate degree in Medical Assistant or closely related field and possess the Certified Medical Assistant (American Association of Medical Assistants) or Registered Medical Assistant (American Medical Technologists) credential • One year paid work experience working in a clinical/institutional setting working with youth and their families. • Training and experience using a personal computer with a variety of software including Microsoft Office, electronic case management. • Reliable transportation with a valid driver's license and liability insurance.

Salary/Hours	DOE
City, State, Zip	Houston, Texas
Telephone	713-274-5444
Email Address	employment@bmd.hctx.net
Application Method	Apply online: http://agency.governmentjobs.com/harriscountytexas/default.cfm?action=jobbulletin&JobID=1706670
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mawjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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