

**CATHOLIC CHARITIES OF STEUBEN
POSITION DESCRIPTION**

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| POSITION TITLE: | Child Health Services Coordinator | STATUS: | Non-Exempt |
| DEPARTMENT: | Therapeutic Foster Care | W/C# | 8857 Social Worker |
| EEO CODE: | 2 | GRADE LEVEL: | 330 |

PRIMARY FUNCTIONS:

The Child Health Services Coordinator is directly accountable to the Coordinator of Therapeutic Foster Care for the organization, management, administration and provision of all health-related services to children in the care of the agency's foster care program. Such services are to be provided in compliance with all rules and regulations of the New York State Medicaid Program and the Office of Children and Family Services.

SPECIFIC DUTIES:

1. Coordinates Health services for children in care and manages documentation.
2. Provides initial health assessments of children entering care by collecting health related information from referring agency, birth family and child, including HIV assessment and capacity to consent and prior consent for specific OT meds.
3. Assists the foster parents in scheduling of health and medical appointments for children as necessary.
4. Maintains comprehensive health records in Connections system per program mandates and hard copies of all children in therapeutic foster care.
5. Assures follow-up referral for medical treatment as necessary and oversight of psychotropic medications.
6. Provides HIV evaluation information to doctors to determine need for testing and child's capacity to consent.
7. Attends service planning meetings with referring agencies, including intake, day one, service plan reviews, etc. as able.
8. Provides in-service trainings for foster parents and foster care staff on medications, procedures, and other relevant identified topics.
9. Assist with transportation for children to sensitive health appointments as necessary.
10. Serves as a member of the Child Assessment Review Team (C.A.R.T.) and team meetings providing direction on health-related issues for children in care.
11. Responsible for health discharge plan as part of child's service plan.
12. Obtains necessary consents for medication as required by agency and county policies and procedures in a timely manner to assure proper dispensing of prescriptions.
13. Monitors medication administration in Foster Homes to ensure policies and procedures are followed.
14. Maintains a list of current meds and dosages and known allergies for each child and maintains copy in on-call binder.
15. Maintains contact with pharmacy and dentists of current census.
16. Obtains consents from former and current health care providers to facilitate ongoing treatment and evaluation complying with HIPAA regulations.
17. Provides after-hours on-call coverage to the Therapeutic Foster Care program (in program rotation).

TITLE OF DIRECT SUPERVISOR: Coordinator of Therapeutic Foster Care

QUALIFICATIONS:

New York State Licensed Practical Nurse or Registered Nurse required.
Experience in the care and the special health needs of children preferred.

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ADDITIONAL REQUIREMENTS:

- Extensive travel within a six-county area.
- Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.
- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Provide effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 30 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

EMPLOYEE CONFIRMATION:

I have received and read a copy of this job description.

Signature

Date

Printed Name