



# Reach For Your Potential

**JOB TITLE:** Member Health Care Assistant I

**DIVISION:** Professional

**REPORTS TO:** Member Health Care Assistant II

**REVISION NO.:** 9

**REVISION DATE:** 1/2/2019

---

## **POSITION SUMMARY:**

The Member Health Care Assistant I is essential to the Member Health Care program at Reach For Your Potential. Member Health Care Assistant I is responsible to schedule and accompany members to their medical appointments. This position is responsible for completing appropriate paperwork and notifying Service Coordinators, guardians and other healthcare professionals of any pertinent information relating to the appointment or ongoing health concerns. Member Health Care Assistant I assists with medical maintenance for the members, including monthly medication changeovers and checking medication logs.

## **ESSENTIAL JOB FUNCTIONS:**

- Schedule and assist members with all health related appointments and/or collaborate with other staff when alternate staff coverage is required.
- Assist Member Health Care Assistant II and Member Health Care Coordinator in ensuring safe administration of medication and compliance with doctors' orders.
- Review all member medication logs monthly.
- Assist with medication changeover on a monthly basis.
- Assist Member Health Care Assistant II and Member Health Care Coordinator with maintaining health-related records and completing required documentation.
- Obtain member medications as requested by the Member Health Care Assistant II.
- Transport members as needed.
- Respond to all concerns within 48 hours, with a response time dependent on the nature of the concern.
- Ensure the highest quality of services to all RFYP members.
- Participate in the Med Team weekend on-call rotation.
- Attend member ISP meetings as needed.
- Complete other duties as assigned.

## **JOB REQUIREMENTS:**

### **EDUCATION/ EXPERIENCE:**

Bachelor's Degree from an accredited college or university in the health or human services and one year of post-degree experience in the delivery, planning, coordination, or administration of health or human services, or

High school degree (or its equivalent) and three years of post-degree experience in the delivery, planning, coordination, or administration of health or human services or



# Reach For Your Potential

A combination of required education or experience which totals five years. At least one year must be experience as outlined above.

## **SKILLS:**

Must be able to read, write, and communicate effectively with members and staff. Patience in working with adults with disabilities is imperative, as is a caring attitude that is supportive and encouraging to members. A driving record that qualifies you to drive agency vehicles is required; sufficient automobile insurance to qualify you to transport members in your personal vehicle is preferred.

## **SUPERVISORY RESPONSIBILITIES:**

General supervision is exercised over the Residential Facilitators and Direct Care staff.

## **EQUIPMENT TO BE USED:**

Must be able to operate computer and other office equipment, such as fax, calculator, telephone, etc. Training for specialized adaptive equipment for individual members will be provided.

## **TYPICAL PHYSICAL DEMANDS:**

It is preferred that the employee is able to lift at least fifty pounds. Must be willing and able to assist with toileting and other activities of daily living as required. Requires sitting, standing, bending, and reaching. Requires manual dexterity to operate standard office machines such as computers, fax machines, calculators, the telephone, and other office equipment.

## **WORKING CONDITIONS:**

Typically works in an office setting and in the community while accompanying members to medical appointments. Transportation of members is a large part of this position. Occasionally called upon to work overtime or odd schedules.

---

Employee Signature

---

Date

---

Employee Printed Name