



## Wild Plum Center For Young Children and Families Job Description

Position: Health Coordinator

FLSA Status: Non-exempt

Hours Worked: 30 hours per week, 52 weeks per year

### **POSITION SUMMARY AND DEFINITION**

The Health Coordinator supports the daily operations of the health content area. These operations include entering and tracking health data, working with families to ensure they receive necessary services, and supporting staff in the implementation of health services. The Coordinator ensures compliance with laws, rules, regulations, and performance standards.

### **REPORTING RELATIONSHIPS**

**Supervision Received:** Direct supervision provided by the Health and Nutrition Director

**Supervision Exercised:** No supervision exercised

### **ESSENTIAL DUTIES**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Wild Plum Center retains the right to modify or change the duties or essential and additional functions of the job at any time.*

- Ensure all required medical and dental documentation is obtained, in a timely manner, from each family
- Track medical information on immunizations and other medical and dental services
- Ensure that recommended follow-up treatments are completed
- Act as a resource to staff responsible for implementing health services
- Communicate with staff and parents regarding health information.
- Review, evaluate, update and prepare reports
- Monitor health records for completeness, accuracy, and follow-up and report findings to appropriate worker, manager or director as necessary
- Use computer to perform data entry of health information
- Read, understand and interpret health records.
- Serve as an advocate for child health
- Plan, formulate and execute record keeping procedures in accordance with assigned duties.

### **ADDITIONAL DUTIES**

- Maintain confidentiality and standards of conduct according to policy
- Exhibit maturity through effective time management, dependability, self-discipline and flexibility
- Safeguard the assets of the organization
- Attend occasional evening meetings, as necessary
- Participate in the development of organizational goals and systems
- Perform related duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Education and Experience:** Any combination of education and experience equivalent to a high school diploma and certification as a medical assistant required. Advanced degree in healthcare field preferred. May obtain medical assistant certification on the job.

**Special Qualifications:** Sound understanding of child health information required. Excellent computer and organizational skills required. Proof of physical exam, TB test and required background checks must be completed. Bilingual skills in English and Spanish, written, verbal, and reading required. Must have a valid driver's license and use of a reliable vehicle.

*The Wild Plum Center is a tobacco and drug-free workplace that provides employment opportunities according to federal, state, and local laws. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, national origin, age, disability, veteran status or any other characteristic protected by law.*