



JOB VACANCY ANNOUNCEMENT

***Position: Health Services Specialist
(Full Time)
\$16.00 per hour***

GENERAL DESCRIPTION

Under the direct supervision of the Health Services Manager is responsible for maintaining all client health and medication records.

MINIMUM QUALIFICATIONS

No experience required.

Current driver's license with a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

HOW TO APPLY

Apply in person to Ark Regional Services, 1150 North 3rd, Laramie, WY 82072 or online at www.arkregionalservices.org. Open until further notice.

Ark Regional Services is an EEO employer.

TDD 1-800-545-1813 Extension 308

Effective: August 21, 2026

Health Services Specialist Job Description

General Description

Under the general supervision the Health Services Manager is responsible for maintaining all client health and medication records.

ESSENTIAL FUNCTIONS

- Assuring adherence to the Vision, Mission, and Values of Ark Regional Services.
- Reading/writing/comprehending the English language.
- Assuring that individuals served are supported in all activities of daily living, including but not limited to safely transferring or physically assisting people to/from wheelchairs, in/out of bathtubs, etc. Depending on the assigned work site, may be required to support or lift up to 50 lbs.
- Assuring that individuals served are supported with necessary personal care, including but not limited to bathing, showering, flossing and brushing teeth, assisting with dressing in appropriate clothes. Contact with and the cleaning of bodily fluids may occur (i.e.: vomit, feces, urine)
- Performing the physical components of the Mandt System and CPR/First aid, including but not limited to bending, reaching and supporting weight in order to keep people safe.
- Staying awake and mentally and physically alert during the entire shift.
- Cleaning of work site which requires- bending, lifting, reaching, working on hands and knees, and working with cleaning supplies.
- Attending all Ark required departmental meetings and trainings yearly within the required time frame.
- Communicating with all people within the professional band of communication.
- Managing stressful situations with respect and dignity for all involved.
- Maintaining Driver's license and a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

Job Duties

- ❖ Adheres to all expectations as outlined in Ark's Direct Support Staff expectation pages.
- ❖ Orders and maintains adequate medications, fills medication orders and assists clients with pill boxes.
- ❖ Writes and maintains protocols and guidelines.
- ❖ Orders and maintains adequate supplies (gloves, face shields ect.)
- ❖ Schedules and coordinates all necessary paperwork for routine and annual appointments.
- ❖ Maintains appointment tracking system.
- ❖ Maintains all aspects of Electronic Medication Assistance Record (EMAR) and input medical information on Therap.
- ❖ Assists with specialized equipment ordering and repair as needed.
- ❖ Serves as a liaison between clients, doctors, and other involved parties.
- ❖ Carries the 24-hour support on call as scheduled.
- ❖ Performs miscellaneous tasks as required.

Minimum Qualifications

No experience is required. Current driver's license with a motor vehicle record that is acceptable to Ark Regional Services insurance carrier is required.

FLSA: Non-exempt

OSHA: None

Developed: July 2006

Revised: July 2018, 2020, 2021, 2022, 2024, 2026

Reviewed: November 2009; April 2013; October 2013; July 2015, 2016, 2017, 2019, 2023