



JOB VACANCY ANNOUNCEMENT

***Position: Health Services Specialist
(Full Time)
\$14.00 per hour***

GENERAL DESCRIPTION

Under the direct supervision of the Health Services Supervisor is responsible for, managing specialized and adaptive equipment and facilitating home exercise programs. As well as maintaining all client health and medication records.

MINIMUM QUALIFICATIONS

No experience required, however experience with specialized and adaptive equipment is preferred.

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: December 20, 2022

Health Services Specialist Job Description

General Description

Under the general supervision of the Vice President-Community Resources and the direct supervision of the Health Services Supervisor 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 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 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 and weight charts.
- ❖ Maintains all aspect of Electronic Medication Assistance Record (EMAR) and input lab results on Therap.
- ❖ Serves as a liaison between clients, doctors, and other involved parties.
- ❖ Provides on call support for identified areas during the week and on weekends as scheduled.
- ❖ Carries the 24-hour support on call as scheduled.
- ❖ Performs miscellaneous tasks as required.

Minimum Qualifications

Any combination of education and experience equivalent to a Bachelor's degree in nursing, occupational therapy, physical therapy, medical social work or other health or science related field. Other training and experience may be substituted relevant to position assignments.

FLSA: Non-exempt

OSHA: None

Developed: July 2006

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

Revised: July 2018, 2020, 2021, 2022