



Liberty House Job Announcement

Medical Care Coordinator

Full-time - 40 hours

Starting at \$15.00 to \$19.00 per hour

Excellent benefits package

General Liberty House Background

Liberty House, www.libertyhousecenter.org, is a nonprofit organization founded in 1999 and dedicated to supporting children and families facing concerns of abuse, neglect, trauma and grief. Our successes lead to vital positive social change and we are looking for an energetic and passionate person to join our team.

Medical Care Coordinator

The Medical Care Coordinator plays a dual role, supporting the Intake function and assisting the Clinical Team in scheduling clients and helping with examinations. This position reports to the Chief of Clinical Operations.

Primary Duties

- Receive referral information and coordinate triage for prospective patients referred to Liberty House.
- Process charts from start through completion, use database systems to check the history of new referrals, scanning documents into the chart, and closing and locking the chart.
- Completion of billing fee slips for Karly's Law and Medical consults.
- Request and receive medical records from other providers and partner agencies.
- Request photos from medical and law enforcement. Download photos from outside agencies (via various online resources) or photos received on CDs.
- Order labs and imaging for providers.
- Communicate by telephone with families, physicians, external partners, and laboratories.
- Staff cases with medical providers.
- Locate and prepare photos requested by subpoena.
- Assist medical providers as needed during the examination.
- Take height and weight measurements and vital signs and input in the chart; add patient history items such as allergies.
- Take clear and complete notes during the examination.
- Call for lab pick-ups when needed.
- Maintain supplies on all exam rooms and order supplies as needed.
- Follow up on test results according to provider requests and standard procedures.
- Clean and stock the examination room after each examination.

Requirements

- Associate degree, diploma or certificate in medical assistance
- At least two years paid or volunteer work experience working as a Medical Assistant, preferably in a pediatric clinic

- Bilingual (Spanish) preferred
- Knowledge of child abuse dynamics; ability to handle issues relating to child abuse
- Skill in telephonic, written, and verbal communication.
- Familiarity and experience in documentation and use of electronic health records.
- Familiarity with the Microsoft Office suite of tools, including Excel
- Able and willing to work as a team member with Liberty House and its partner agencies
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment
- Interest in Liberty House mission

To Apply:

Please email a cover letter, application, and resume to: HR@libertyhousecenter.org
Attn. Shirlee Sitton.

Open until filled; priority reviews begin July 31, 2018.

Liberty House is an Equal Opportunity Employer.