

TRI-VALLEY DEVELOPMENTAL SERVICES, INC
Job Description

JOB TITLE: APPOINTMENT CLERK

EXEMPT:	No	SHIFT: As Assigned
DIVISION:	Residential	
SUPERVISOR:	Residential Coordinator	
PREPARED BY:	Lea Chickadonz	
APPROVED BY:	Bill Fiscus	DATE: 6/01/2010, Rev. 3/27/12; 10/26/14; 11/1/16

SUMMARY: Provide support for clients as delegated by the TVDS Residential Coordinator. Maintains client medical records and appointments while maintaining the highest level of integrity and confidentiality of such files.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Ensure supervisor is advised of doctor appointments, the results and responsible on-duty staff are made aware of medication needs or changes.

Ascertain and secure medical services.

Schedule, provide transportation and attend medical appointments as outlined in each assigned individual's plan.

Represent agency with professionalism and advocate for individuals served at all times.

Complete all paperwork and documentation in a timely manner.

Assist with other Residential Services Specialist duties.

Maintains work area in a clean/neat fashionable manner.

Presents positive, fair, and accurate image of Tri-Valley Developmental Services, Inc.

Attends and participates in Agency Inservices and Staff meetings and as required.

QUALIFICATION REQUIREMENTS:

High School Diploma or equivalent required. Six months of work experience with intellectual disabled/developmentally disabled adults is preferred. Must obtain and maintain a valid Kansas driver's license, CPR and multi-media First Aid certificate, and Medication Administration Certification. Driving record must be acceptable to Tri-Valley's insurance carrier.

OTHER SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with persons with developmental disabilities, parents and guardians, co-workers, management personnel, and the public. Good professional judgment; honesty and integrity required.

Must be fully credentialed for NEMT (Non-Emergency Medical Transportation).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands for fine and gross motor skills, reach with hands and arms; talk and hear, and taste or hear. The employee is required to stand and walk. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office. The noise level in the work environment is quiet. The work environment may vary depending on the specific activity applicable.

Formal application, rating of education and experience; oral interviews and reference checks; job related tests might be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between Tri-Valley Developmental Services (TVDS) and employee and is subject to change by TVDS as the needs of TVDS and requirements of the job change.

Employee's signature

Date

Supervisor's Signature

Date