

PASSAGES, INC.
JOB DESCRIPTION

Status: Non-Exempt

Reports To:

Sr Director of Community Supports

Position: Wellness Coordinator

Description:

Wellness Coordination is the development, maintenance and routine monitoring of the waiver participant's Wellness Coordination plan and the medical services required to manage his/her health care needs.

Qualifications:

RN/LPN (active license in Indiana)

Experience with the ID/DD population

Certification to train in Core A & B

Valid Indiana's driver's license & must provide own transportation

Requires some degree of flexibility

Meet driving insurability, background check requirements and Nurse's aide registry

Essential Job Functions:

1. Coordination of nursing services provided to individuals with intellectual and developmental disabilities.
2. Consultation/review with individuals including face-to-face visits on a monthly basis as required.
3. Completion of wellness assessments and development of wellness plans as required for each individual.
4. Complete and monitor the seven outcome data points as required by the state.
5. Development, implementation and monitoring of Medication Administration Systems and medical issues and protocols and risk plans as needed.
6. Development, implementation and monitoring of Risk Management Systems and Quality Assurance Systems.
7. Serving as liaison to physicians and other health care professionals; representation of Health Services on the individual's support team.
8. Compliance with regulatory and accreditation standards.
9. Provide Direct Support Professional training as required and requested.
10. Complete annual outcome report; and manage satisfaction surveys for wellness coordination.
11. Provides back-up support for Supported Living Supervisors and the Director of Supported Living as needed.
12. Availability to consult with on call staff for medical issues.
13. Completes State Incident Reports.
14. Attends staff and department in-service meetings as requested.
15. Meet all State, Medicaid Waiver and CARF standards.
16. Meet all aspects of the agency/department policies and procedures.
17. Participate in oversight and review of service indices such as BDDS incident reports, mortality reviews, Individualized Support Plan (ISP) development and implementation, Behavioral Support

Plan (BSP) development, consumer specific training development, Human Rights Committee meetings, and applicable investigations.

18. Available for consultation during an admission, transition, and discharge process to ensure that all medical needs are appropriately addressed.
19. Work with supervisory staff to ensure that any health and safety needs are addressed in a timely manner.
20. Provide any required documentation of services, including monitoring of trends requested by the funder.
21. Actively and continuously seek innovative solutions to enhance current service model.

Skills/Knowledge:

Team player
Ability to work with computerized scheduling programs
Computer skills
Utilizes best practices
Organizational skills Can handle ambiguity and multitask

Physical requirements:

Work independently
Can handle stress well
Bending, stooping
Demonstrates initiative
Tolerates change well – flexible
Occasional lifting (30-50 pounds)
Good judgment
Good written and verbal communication

Job Location:

80% agency & 20% meetings & appointments

Employee Signature

Date

Supervisor Signature

Date