

**LIFESPAN
JOB POSTING**

JOB TITLE: Healthcare Coordinator (LPN)
DEPARTMENT: Aging Adults with Developmental Disabilities
PROGRAM: Healthcare Coordination
SUPERVISOR: Program Director, AADD
STATUS: Exempt, part time (30 hours per week)

SUMMARY

The Healthcare Coordinator supervises the Assistant Healthcare Coordinator. The Healthcare Coordinator is also charged with developing and implementing a medical training curriculum for older adults with Intellectual and Developmental Disabilities and their caregivers. The Healthcare Coordinator works one-on-one with a maximum of twenty-five community-based adults age 45 and older. The Healthcare Coordinator manages all aspects of consumers' healthcare including: scheduling medical appointments and transportation services, providing medical advocacy during healthcare appointments and ensuring completion of necessary medical follow-up.

DUTIES AND RESPONSIBILITIES

- ❑ Provide leadership and support for the Assistant Healthcare Coordinator
- ❑ Develop and implement medical training curriculum
- ❑ Coordinate medical appointments for consumers age 45 and older with Intellectual and Developmental Disabilities residing within the community
- ❑ Provide advocacy during medical appointments
- ❑ Act as primary liaison to medical providers, families, advocates and other service providers.
- ❑ Maintain medical documentation and program data
- ❑ Other duties as assigned by supervisor.

QUALIFICATIONS

EDUCATION: LPN License and NYS certification
EXPERIENCE: Two years experience working in the health services industry preferably as a medical liaison. Knowledge and experience in the field of geriatrics and with persons with Intellectual and Developmental Disabilities desired.

PHYSICAL AND MENTAL REQUIREMENTS

- Must be able to meet with clients in their homes and in a variety of community settings.
- Must have reliable transportation
- A portion of the work is performed at a desk or at a personal computer station.
- Verbal, written and telephone communication skills required.
- Computer skills required
- Ability to maintain composure under strict deadlines and difficult situations.
- Ability to work in multi cultural situations.

EOE

Submit resume and cover letter to:
Jennifer Helmbold
Lifespan
1900 South Clinton Avenue
Rochester, NY 14618

End date: February 26, 2010