



Job Description for Medical Department Coordinator & Community Liaison

- POSITION GOAL:** Provide support/assistance to the medical providers for the medical aspects of the regional center including exams, trainings, clerical and coordination duties; and other related duties as directed by the Medical Director.
- SUPERVISOR:** Regional Center Medical Director and Executive Director (Director)
- QUALIFICATIONS:**
- Experience working with children
 - Excellent organizational skills
 - Ability to work in community with community partners on behalf of high risk population
 - Experience in program development and management
 - Ability to create educational materials to assist CAC clients in accessing resources
 - Able to competently utilize photodocumentation equipment, Microsoft Office, and case tracking database.
- POSITION FUNCTIONS:**
1. Maintain office and medical supplies and equipment.

2. Maintain confidentiality and follow appropriate policies and procedures regarding sensitive information.
3. Deal effectively and compassionately with emotional/traumatized child abuse victims and their families.
4. Must possess good organizational skills and be able to work independently.
5. Good communication and facilitation skills to work well with patients, families, physicians, professional staff and others.
6. Provide medical assistance to medical personnel.
7. Provide assistance to the medical providers to facilitate efficient patient care.
8. Assist medical providers with child abuse examinations/evaluations.
9. Maintain patient records, charts and billing information as necessary.
10. Provide general clerical support for the medical providers and/or regional assessment center functions as needed.
11. Provide administration of the medical department activities and programs.
12. Provide administrative support to the medical providers in development of medical resource materials, evaluations, protocols, procedures and policies, training materials, etc.
13. Work with CAC staff in coordination of special trainings for education purposes.
14. Work with all medical, assessment, law enforcement, and DHS staff necessary to coordinate an annual regional conference/seminar.
15. Perform scheduling, compilation and record keeping functions regarding regional services, evaluations, consultations, travel and regional communications.
16. Provide liaison duties for regional medical director with appropriate agencies, assessment centers, medical insurance or billing departments.
17. Provide assistance to medical director regarding development and continuity of medical peer review systems throughout the region.
18. Coordinate site visits and medical consultation for the three-county region.
19. Provide general office duties (i.e., typing, filing, telephone, etc.), for the medical providers.

- 20. Assist administrator in gathering program data, utilizing program evaluations and completing reports.
- 21. Participate in CAC and regional trainings as requested.
- 22. Assist the HIPPA Compliance Officer in maintaining confidentiality standards for the CAC.
- 23. Observe all agency policies and procedures.
- 24. Attend trainings/conference as directed by the CAC Medical Director.
- 25. Maintain confidential information and adhere to policies and procedures relating to the safeguarding of client information.
- 26. Maintain cooperative relationship with all agencies providing advocacy for child abuse victims within Jackson County and the Region.
- 27. Promote the Children's Advocacy Center programs in a positive manner to clients, employees, volunteers and the community. Display a positive professional image at all times.
- 28. Encourage teamwork through cooperative interaction with clients, staff, volunteers and Board members.

Special Requirements

- 1. Must be able to work well with any partnerships, agencies, programs, assessment centers and medical/professional personnel relating to regional assessment center activities.
- 2. Must be available to travel as requested.
- 3. Occasional after hours and on call work.

I understand that this is a 1.0 FTE position, based on 40 hours per week.
Benefits allowed as per personnel policies are based on 1.0 FTE

I understand that there is an initial six-month probationary period from date of hire, with a review by Director at the end of the six-month probationary period.

I have reviewed and understand the above described functions and conditions of employment with the Children's Advocacy Center.

Signature

Date: _____

Printed Name

Note: This job description is not an employment contract.