



**There is more to me
than my disability.**
Community Connections

www.CommunityConnectionsCO.org
281 Sawyer Dr., Ste. 200, Durango, CO 81303
Main office phone: 970.259.2464
Main office fax: 970.259.2618
cci@cci-colorado.org

Employment Opportunity

Title: Medical Office Assistant for Adult Services

Reports To: Program Director of Adult Services

FLSA: Hourly/non exempt

Job Description: Provides administrative assistance to nursing services and performs direct client care under the direction of the Nurse Consultant. Works in close association with all members of the CCI team to ensure the delivery of high quality, medical services.

Responsibilities:

- Understanding of federal and state rules and regulations regarding individuals in services medical care.
- Responsible for ongoing monitoring agency compliance with all State and IDD medical rules and regulations and alert Program Director and Nurse to deficiencies as soon as possible.
- Assist Agency Nurse with ensuring protocols and other orders are carried out correctly.
- Work with Agency Nurse and Host Home Providers to schedule medical and attend appointments for clients when necessary and assist with follow up.
- Work with the Agency Nurse to pick up medications and other medical supplies as directed.
- Participate in the assessment of individuals as requested.
- Understand emergency protocols for communication and response to emergencies for all service locations in the community and while at the home.
- Attend staff meetings and trainings per Program Directors.
- Maintain communication with Program Director and Program Managers.
- Work with minimal supervision and to recognize situations where assistance is needed.
- Promote and maintain appropriate professional and ethical relationships.
- Maintain appropriate paperwork assuring proper documentation is completed accurately and timely.
- Document on-going monitoring of the implementation of all protocols and adjust them as necessary.
- Scanning, filing, and distributing medical consult forms after client appointments.
- Approve medical appointments in Therap.
- Maintain current ROI's for each client's medical offices.
- Update and maintain current informed consents on all psychotropic medications.
- Other tasks as delegated by Agency Nurse or Program Director
- Monitors and documents to ensure all client protocols are carried out consistently by agency personnel, including:
 - Client weights
 - Prescribed diets
 - Calorie counts
 - Bowel tracking
 - All therapeutic programs
 - Durable medical equipment



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- Provide and document unannounced monitoring of medication administration records monthly in the client's homes and communities to ensure that all medications are being given correctly and that all medications match the MAR.
- Monitors that all clients have annual physicals and dental evaluations

Qualifications:

- High School diploma or equivalent with preference for Medical Assistant Certificate or Certified Nursing Assistant license.
- Education or training in the basics of medical terminology.
- Computer skills, including word processing, spreadsheets, database management, and e-mail.
- Experience working with an electronic health record, preferred.
- Hands-on experiences with mental illness/developmental disabilities/substance use disorders valued.
- Ability to work effectively in a multicultural environment and skills and capabilities of bridging language/cultural barriers to provide respectful, person-centered services to all customers.
- One year of experience as a medical assistant preferred. Valid Colorado driver's license and reliable transportation.
- Successful completion of CBI (background check).
- Must be able to produce a driving record within one week of hire, and show proof of required insurance.

Physical demands of the job:

While performing the duties of this job, the employee is regularly required to walk, sit, use hand to finger, handle or feel objects, tools or controls, reach with hands and arms, hear and have the ability to communicate on a verbal basis. The employee must have adequate visual acuity with or without corrections to perform the functions of the job and is required to lift heavy weights up to 15 lbs. The employee may be required to travel to meetings, trainings and other community activities.

Seeking two qualified candidates, one for Cortez and one for Durango, for this exciting new position. Full time. See www.communityconnectionsco.org Employment tab for benefits. \$12.50 per hour. Accepting online or paper applications until positions are filled. For more information on this position, please contact Judy Schreckenbach, HR Vice President, at 970-565-7695. EOE