

THE ARC NORTH FLORIDA, INC.  
POSITION DESCRIPTION

Position: Medical Liaison

Status: Regular, Part Time 25-39 Hrs. Weekly  
Regular, Full Time 40 hours Weekly

Minimum Qualifications

High School Diploma or GED. At least one year of experience working with persons who have developmental disabilities, or in a psychiatric, medical, nursing or childcare setting. College or vocational/technical training that equals at least 30 semester hours, 45 quarter hours or 720 classroom hours may substitute for the required experience. Ability to effectively communicate with clients, caregivers and medical professionals. Coordinate appointments for clients. Possesses valid Florida driver's license. Good driving record. Self-starter, highly motivated. Good reading and writing skills. Strong desire to work with people with disabilities. Capable of operating independently and following directions. Can work flexible hours when needed. Maintains all required trainings and certifications. Certified Nursing or experience in medical field-Highly Preferred,

General Statement of Responsibility

The Liaison's primary focus will be coordination of all medical assessments, appointments and follow-up. The position provide medical assessments, to include blood pressure, weight, oxygen level, temperature and visual observations. The position will conduct telehealth appointments with Station MD doctors as needed for clients. Assist clients and caregivers with understanding medical instructions, concerns and assisting with scheduling any referrals as needed. Documenting all interactions as required.

Duties and Responsibilities

1. Effectively manage all medical assessments and telehealth appointments.
2. Maintains high level of productivity.
3. Encourages and promotes staff development in understanding client medical needs.
4. Implements policies and procedures related to medical care.
5. Promptly follows up on all problems and issues related to medical care of clients.
6. Maintains documentation of all medical concerns and follow up for each client.
7. Understands, stays current with and responds to the needs of people served in regard to their medical care.
8. Is progressive in attitude and action.
9. Ensures compliance with all contract and legal requirements.
10. Projects a professional demeanor and participates in professional activities.
11. Provide physical assistance to clients as needed.
12. Conducts classes for clients relating to healthy lifestyles (ie: cooking, exercise, disease management, etc.)
13. Trains clients and caregivers on how to use Station MD from home on their cell phone, tablet or computer.
14. Performs other duties as required.

Supervision Given: None

Reports To: Education, Employment and Training Supervisor

Salary Range: \$12.00-\$15.00 Per Hour

Established: 03 2022