

## Medicaid Treatment Planning and Discharge Planning staff (Medical Escort)

This position will report to the Nurse Manager to assist in carrying out the day to day to needs of the youth receiving medical treatment at The Children's Home of Kingston.

### Essential Duties

- Provider will develop a treatment plan for the Medicaid services provided
- Facilitate the exchange of health information and documentation of care received
- Coordinate Medicaid services that the child receives in the community and transition the child to home or community based living with outpatient treatment (e.g., individual and family therapy) as part of discharge planning
- If the child attends school in the community the staff must coordinate care at school and delivered through the provider
- Discharge planning begins upon admission with concrete plans for the child to transition back into the community beginning within the first thirty (30) days of admission with clear action steps and target dates outlined in treatment plan
- Coordinate with health care providers, including school and community-based services
- Escort Youth to medical appointments and hospital.
- Assist in daily medication of youth

### Work Environment

This job operates in a health care setting. This role requires regular walking to various locations around the hospital. This role also routinely comes into contact with patients who may have contagious illnesses.

### Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, and stooping all day. The employee must frequently lift and/or move items over 20 pounds.

### Position Type and Expected Hours of Work

This is a full-time position in a health care facility that is open 24 hours a day, 365 days a year. This position works primarily 10-6 pm, Sunday through Thursday; however the position must be flexible in working additional hours as needed depending on the needs of the youth.

### Travel

Local travel is expected for this position

### Required Education and Experience

- High School Diploma
- CNA Certification.
- Med certification obtain in 30 days
- High School Diploma; preferred AS degree in health services field.
- Spanish speaking is a plus.
- 1 year of experience in health services

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- Office skills
- Be at least 21 years of age
- Valid driver license
- Background Check
- TCI Certification obtain 30 days

### **Preferred Education and Experience**

- BA Health Services
- The ability to speak Spanish.
- 1 year of experience in a Residential Healthcare facility

### **AAP/EEO Statement**

The Children's Home of Kingston, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. The Children's Home of Kingston believes that diversity and inclusion among our teammates is critical to our success as a healthcare organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.