

Health & Wellness Care Professional

Chileda's mission is to improve the quality of life for individuals with cognitive and behavior challenges. Chileda's goal is to help students increase their appropriate social behaviors and develop independent living skills, through an enriched learning environment and individualized behavior programming. Chileda's population includes children and young adults with special needs including Autism, Attachment Challenges, related developmental delays, and intensive behavioral needs.

CLASSIFICATION:
NON-EXEMPT

WORKERS SUPERVISED:
NONE

CHILED A VALUES:

SAFETY
COMPASSION
LEARNING
COLLABORATION
RESPECT

SUMMARY: Provide care, advocacy, and treatment across all shifts for all residents and day students. Pass scheduled and non-scheduled medications to all students. Give basic first aid treatment for minor injuries, accompany residents on medical and/or dental appointments as needed. Assess the need for resident(s) to seek emergency medical treatment. This position will also perform other duties as assigned by the Health and Wellness Manager and Health and Wellness Care Coordinator(s).

REQUIRED EDUCATION & EXPERIENCE:

- Must possess a high school diploma or equivalent
- Must be at least 18 years old
- Current certification in First Aid and CPR
- CBRF Medication Administration or willingness to attend training
- Strong verbal and written communication skills
- General office skills including Microsoft Outlook and Word

GENERAL HOURS OF DUTY: Monday through Friday between the hours of 6 AM – 10:15 PM, every other weekend with shared holidays. Hours may rotate as needed. Full-time is a non-exempt, benefited position scheduled 40 hours per week. Part-time is scheduled no more than 32 hours per week.

REPORTS TO: Health & Wellness Manager

JOB DUTIES:

- Maintain accurate and up to date medical records.
- Provide First Aid in emergency situations.
- Observe students in times of illnesses, consult with the Director of Health Services or outside medical professionals, and provide recommended treatment when needed.
- Communicate student's health and wellness needs to other Health & Wellness staff, Shift Managers, Case Managers, and House Managers.
- Record pertinent medical data in Health and Wellness Daily Log, student's Medical Chart, eMAR and electronic client management system (Kaleidacare).
- Train new Health and Wellness Care Professionals, as needed, under the supervision of the Director of Health Services, Health and Wellness Manager, and/or Care Coordinator(s).
- Check in delivered medications promptly per Medication Check-In procedure.

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- Administer scheduled medication and PRN's to students, and if necessary destroy medication after each medication pass following the 5 Rights of Medication Administration (Right Person, Right Drug, Right Dose, Right Route, Right Time).
- Complete daily end of the shift NARC count to ensure all narcotic medications are accounted for.
- Complete body checks and incident reports per organization policy and procedure.
- Read the Health & Wellness daily log and shift exit reports daily, report patterns of concern to H&W Care Coordinator, H&W Manager, and/or Director of Health Services.
- Review student's communication logs for patterns related to health concerns.
- Perform the duties of Direct Support Professional as needed.
- Perform weekly H&W assigned chores including inventory, organization of medical supplies, and departmental cleaning.
- Take students to medical appointments and/or urgent care visits as needed clearly communicating the medical concern to the provider.
- All other job duties as assigned.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the Job Duties of this position. While performing the duties of this job, there is frequent physical interaction with students in fulfilling self-care, behavioral interventions, and educational and recreational programs. Position involves implementing all aspects of Nonviolent Physical Crisis Intervention (CPI) including blocking, grab releases, physical transport, and physical restraint. Must be able to talk and hear to communicate with and exchange information with co-workers. Employee must be able to perform all essential functions without direct risk of harm to others or themselves. Please see Essential Functions document for specific position physical demands.

WORK ENVIRONMENT: Health & Wellness Care Professionals will work primarily in an office setting sitting on a chair at a desk. Time is spent in different areas of the Health and Wellness department including the Med Pass Room and Examination Room. They will, at times, drive a company van to and from medical appointments. They will also work in the houses and classrooms at Chileda.

DISCLAIMER: The statements of this Job Description are intended to describe the general nature of the work being performed and are not assumed to be a complete list of tasks. This Job Description does not establish a contract and are subject to change at Chileda's discretion at any time. Employment at Chileda is at-will. Employment at-will means that Chileda may terminate or change the status or your employment at any time, with or without reason, and with or without notice.

RECEIVED BY:

Employee Signature

Date

Employee Name (Please Print)

Health & Wellness Care Professional

Supervisor Signature

Date

Supervisor Name (Please Print)