

# ***Holy Family Institute Journey of Hope Program Medical Triage Specialist***

**Employer:** Holy Family Institute

**Reports to:** Medical Coordinator

**Location:** Main Campus and or Moon Township Campus

**Hours:** Full-time - Exempt; Must be available to work holidays and weekends, as needed. Varying shifts: 6am-2pm; 2pm-10pm; 10pm-6am with every other weekend off.

**General Statement of Duties:** The Medical Triage Specialist will provide 24/7 medical response services to Unaccompanied Children ages 0-17. Provide overall daily support, guidance and care to the Unaccompanied Children. They will provide compassionate care and timeliness of service. They will provide immediate assessment of medical concerns regardless of time of day. Candidates who are bilingual in Spanish and English, preferred.

Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government.

**Essential Functions:**

1. Triage phone calls from staff regarding UC medical incidents or injuries.
2. Provide immediate physical assessments of medical concern on campus and perform key initial interventions when appropriate.
3. Gather and record data and complete Internal Incident and Medical Reports and Significant Incident Reports as required.
4. Provide education and guidance to staff and UC on nutrition and health care.
5. Provide necessary referrals, as needed.
6. Prepare documentation for intakes and discharges.
7. Conduct medical intake assessments/interviews.
8. Conduct discharge assessments.
9. Monitor Medication administration logs weekly.
10. Ensure each unit has stock medications and medical supplies needed.
11. Transport UC to routine or emergency appointments, as needed.
12. Make possible pharmacy runs, as needed.
13. Maintain electronic records and medical files.

14. Available to work on weekends and holidays.
15. Maintains client confidentiality.
16. Attend all mandatory trainings.

**Minimum Qualifications:**

Licensed Practical Nurse (LPN) or Registered Nurse (RN), preferred. One year previous clinical, hospital or nursing experience preferred. Pediatric experience preferred. Ability to communicate effectively and document information accurately. Ability to deal efficiently and effectively with a wide variety of individuals. Ability to maintain electronic records, medical files and have basic computer skills, knowledge of Microsoft Office applications. Bilingual English/Spanish preferred.

The candidate must have ACT 33/34 & FBI clearances and a valid PA driver's license and proof of licensure.