



# ***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; 4pm-12am; 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. **Ability to fully read, write, and speak, and interpret in English and Spanish required.**

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. Administer medical testing when appropriate (Covid 19, Strep Throat, hearing and vision screenings)
3. Conduct telehealth urgent care visit when appropriate
4. Provide immediate physical and verbal interviews of medical concern on campus and perform key initial interventions when appropriate.

5. Copy, mail and fax requests for medical records ensuring HIPPA Compliance.
6. Gather and record data and complete Internal Incident and Medical Reports and Significant Incident Reports as required.
7. Provide education and guidance to staff and UC on nutrition and health care.
8. Provide necessary referrals, as needed.
9. Prepare documentation for intakes and discharges.
10. Conduct medical intake interviews and conduct discharge interviews.
11. Monitor Medication administration logs weekly.
12. Assist in preparing medication administration records as needed.
13. Ensure each unit has stock medications and medical supplies needed.
14. Transport UC to routine or emergency appointments, as needed.
15. Deliver prescriptions to pharmacy, pick-up non-controlled drugs from pharmacy.
16. Maintain electronic records and medical files.
17. Submit Treatment of Authorization to Point of Comfort
18. Delivery Specimen to medical provider
19. Available to work on weekends and holidays.
20. Maintains client confidentiality.
21. Attend all mandatory trainings.

**Minimum Qualifications:**

- High school diploma required.
- Certified Nursing Assistant (CNA) or Emergency Medical Technicians (EMT) 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.
- **Ability to fully read, write, and speak, and interpret in English and Spanish required.**

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