

Holy Family Institute Journey of Hope Program Medical Triage Specialist

Employer: Holy Family Institute

Reports to: Manager of Medical Services

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.

MISSION AND NEED: Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

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.

Please Note: *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

Essential Functions:

1. Triages phone calls from staff regarding UC medical incidents or injuries
2. Provides immediate physical assessments of medical concern on campus and perform key initial interventions when appropriate
3. Gathers and record data and complete Internal Incident and Medical Reports and Significant Incident Reports as required
4. Provides education and guidance to staff and UC on nutrition and health care
5. Provides necessary referrals, as needed
6. Prepares documentation for intakes and discharges
7. Conducts medical intake assessments/interviews
8. Conducts discharge assessments
9. Monitors Medication administration logs weekly
10. Ensures each unit has stock medications and medical supplies needed
11. Transports UC to routine or emergency appointments, as needed

12. Makes possible pharmacy runs, as needed
13. Maintains electronic records and medical files
14. Available to work on weekends and holidays
15. Maintains client confidentiality
16. Attends 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 driver's license and proof of licensure. EOE.

COMMITMENT TO SOCIAL JUSTICE

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Everyday Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

Holy Family Institute is an Equal Opportunity Employer