

**Miracle Hill Ministries**  
**Job Posting**

Date: July 21 2017

Job Posting: PT Healthcare Facilitator  
Location: Miracle Hill Boys' Shelter, Greenville, SC  
FLSA: Hourly/Non-Exempt  
Reports to: Program Director, Boys' Shelter  
Date Job Available: Immediately

Job Posting # 2560-9

Basic Job Description:

**\*\*Additionally, please log on to [www.miraclehill.org](http://www.miraclehill.org) to complete the online employment application\*\***

**Summary / Purpose of Position:** Coordinate health care for assigned children regarding physical and mental health and implement/maintain medications as prescribed and all associated documentation.  
Transport/accompany children to assigned appointments and visits.

**Essential Duties and Responsibilities:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. Schedule, transport, document and maintain calendar for Physical and Mental Health appointments such as healthcare visits, physicals, dental, vision, and/or mental health.
- B. Gather pertinent information concerning a child before each appointment such as: information from staff or Care Coordinator, signed medical documents, medication records, daily observation notes or incident reports in Kaleidacare. Provide information to appropriate providers as needed for services.
- C. Document each appointment in Kaleidacare. Communicate outcome of visits to staff, care coordinators, teachers, therapists, etc., including any follow up recommendations or orders to ensure proper care is given.
  - Maintain Monthly Medication Administration Records and associated documents in the assigned cases and oversee medication needs for each child; including Over the Counter and Prescription, screen MARs, checking for accuracy and document errors. Verify medical incident reports.
  - Coordinate medications and prescriptions with providers and pharmacy. Fax medication edits/changes to pharmacy. Order new medications as needed, transport medications, document medication transfers and ensure proper documentation/communication with staff.
  - Keep client records in accordance with agency and licensing standards in conjunction with Administrative Coordinator.
- D. Assist Care Coordinator in working with partner agencies to provide best care for children served.
- E. Assist direct care staff in managing health needs and communicating all information as needed with staff to ensure stability and success of youth.
- F. Participate effectively in staffings/meetings concerning children.
- G. Meet all required deadlines for work and documentation.

**Qualifications:**

- A. Education or equivalent experience: Bachelor's degree in human services or related field may be accepted.
- B. Specialized training required: CPR/First Aid, TCI. Successfully complete these and all trainings as required by the state, accreditation and Miracle Hill. Provided by Miracle Hill upon hire if not current.
- C. Familiar with Microsoft Word and Excel, good typing skills, Web Based Data Management Systems
- D. Be able to document in professional, well written, and grammatically correct methods.
- E. Ability to deal appropriately with highly stressful situations and persons who may be stressed. Ability to exercise judgment and discretion in interpreting and applying various procedures and guidelines.
- F. Must have knowledge of medical terminology, great communication skills, and be flexible when sudden medical needs arise, self-motivated, strong organizational skills and reliable.
- G. Have a willingness to share the good news of Jesus Christ, give a personal testimony and pray with/for those served by the ministry.

**Religious:**

- Be followers of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct
- Agree without reservation with the Doctrinal Statement of the ministry.
- Since the church is God's vehicle of spiritual accountability, it is important that employees be an active participant in and in good standing with a local Protestant Church. They must comply with the requirement of their church, in areas of conduct not addressed by Miracle Hill's expected practices.
- Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: clients, volunteers, customers, contributors, and staff.
- Demonstrate spiritual maturity commensurate with the requirements of your position.
- Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all time. Miracle Hill Ministries understands that we have all fallen short in our past but the employees are expected to practice Christian conduct at Miracle Hill including:
  - Abstain from the use of illegal drugs or the inappropriate use of medication.
  - Abstain from activities or addictions that have a detrimental effect on clients or the reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who make be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment. It is important to demonstrate sound judgment that is based on biblical principles that displays evidence of spiritual growth and maturity. (Titus 2:11-12).
  - Relationships, particularly with the opposite sex, are above reproach.
  - Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
  - Respect the sanctity of life from conception until death in God's timing.