

Health Services Assistant

Health Services

Overture provides residential and day services for people with intellectual and developmental disabilities. Be a part of a team that believes everyone has the right to make choices and pursue opportunities to be the person they want to be!

Our opening is for a full-time Health Services Assistant. You will be responsible for assisting Health Services Coordinators who provide consultation to the people we serve and their caregivers regarding health care issues.

Duties include, but are not limited to:

- Ensuring all necessary paperwork related to the client is properly managed
- Maintaining documentation of health services and follow-up, and ensuring all concerns are recorded in the client's health record
- Working with the Health Services Coordinators to problem-solve and carry out health support actions
- Coordinating and following up on physical, dental, visual, neurological, audiology and other medical appointments for the people we serve

Requirements:

- Consistent attendance and a positive attitude.
- Problem-solving skills with ability to respond to problems calmly and independently.
- Strong organizational skills with attention to detail and strong follow-through on assigned tasks.
- Excellent communication skills, both spoken and written.
- Solid computer skills with ability to write/format letters, memos, develop appropriate health related forms and perform medication research on the internet.
- High School Diploma or equivalent
- CNA/MA preferred
- Must pass background check and have reliable transportation with clean driving record.



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Please attach application, resume, and cover letter to the contact form on our website to apply!