



Health Services Coordinator

Overture Health Services

Overture provides Residential, Community, and Behavior 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!

As a Health Services Coordinator you will be responsible for providing consultation to the people we serve, their caregivers, and Overture team members regarding health care issues related to the clients.

Duties include, but are not limited to:

- Maintaining documentation of health services, follow-up, and concerns in the client's health record
- Providing support and training for managing medication administration, documentation and healthcare-related concerns
- Interfacing with a variety of individuals including health care professionals, families, clients, and staff members from various service agencies
- Developing crisis prevention strategies for the management of medical crises as they occur
- Coordinating physical, dental, visual, neurological, audiology and other medical appointments for the people we serve
- Administering training and education for staff members and the client's Host Home Provider

Benefits include:

- Medical, dental, vision, life
- Voluntary life, critical illness, accident, short term disability
- 401k
- Paid vacation and sick time
- Paid holidays
- Flexible schedule with ability to work remote at times
- Online training and continuing education opportunities



Requirements:

- LPN or RN required
- 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
- Flexibility– requires travel and willingness to work irregular hours to respond to emergencies and the needs of your caseload
- Experience working in the field of mental health or with people with intellectual and developmental disabilities preferred
- Solid health services case management skills with the ability to manage multiple projects at one time
- High school diploma or equivalent; Associates degree preferred
- Must pass background check and have reliable transportation with clean driving record per Overture's requirements



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