



Medical & Transportation Scheduler *Job Description*

Job Classification: Non-Exempt, Full-Time

Work Schedule: 40 hours per week, Monday – Friday 8:00 am – 5:00 pm

Reporting Relationship: Nurse Manager / Director Adult Services

Primary Accountabilities:

This position is responsible for scheduling health related appointments and transportation for the individuals supported by Capper Foundation (Capper). The Medical/Transportation Scheduler ensures the appropriate paperwork is available for appointments and provides additional follow-up, as needed.

Major Duties:

- Schedules, records and processes the appropriate paperwork for all health related appointments.
- Coordinates and schedules transportation for medical appointments, day and residential service activities.
- Transport individuals served for outings and appointments in a safe manner.
- Forwards prescriptions to the pharmacy and ensures medications are sent as ordered to the necessary individual.
- Picks up and delivers prescriptions from the pharmacy, as needed.
- Prepares the paperwork for all health appointments.
- Ensures medical related paperwork is distributed and/or filed in a timely manner.
- Scans documents related to medical appointments and TCM files.
- Handles sensitive and confidential situations related to health care.
- Attends all required meetings and in-services.
- Follows organizational policies.
- Performs all other duties as assigned.

Qualifications:

- A High School Diploma or GED is required.
- At least one (1) year of office experience is required.
- Valid Kansas Driver's license with an acceptable driving record.
- Knowledge of Microsoft Office and ability to learn agency specific software
- Read, write and speak fluent English.
- Must be able to pass background checks and drug screens per agency procedures.
- Strong verbal, written and organizational skills.
- Ability to work independently to meet deadlines.
- Ability to provide excellent, professional customer service.
- Demonstrates poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.
- Ability to communicate effectively, both verbally and in writing, with staff, clients and visitors.



Medical & Transportation Scheduler *Job Description*

- Works collaboratively with Capper Foundation staff to build and maintain a strong team environment to accomplish the tasks necessary to serve and support the goals of Capper Foundation.

Physical Demands:

- Frequent bending, standing or sitting.
- Ability to read computer screens for an extended period.
- Ability to lift up to thirty (30) pounds.

Work Environment:

- Direct contact with individuals who are severely physically and/or developmentally disabled and who may exhibit unpredictable behavior and uncontrollable outbursts. The physical characteristics of the work environment are such that noise and odor control procedures are required. May work with individuals with Hepatitis B and/or other blood borne pathogens.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time.

The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date