



Medical & Transportation Scheduler  
*Job Description*

**Job Classification:** Non-Exempt, Full-time

**Work Schedule:** 40 hours per week, Monday – Friday 7:30- 4pm

**Reporting Relationship:** Topeka, Director, Adult Services

**Primary Accountabilities:**

This position is responsible for leading the efforts with supervisors regarding staffing needs in residences and day center, scheduling health related appointments and transportation for all activities for the individual supported by the Capper Foundation. This staff member also provides administrative assistance which may include scanning and filing documents as needed. Additionally, the Medical and Transportation Scheduler serves as the back-up to the Adult Services Office Coordinator and HR & Education Coordinator.

**Major Duties:**

- Ensures appropriate paperwork is available for appointments and provides additional follow-up, as needed. It is direct contact with the pharmacy for medications. Responsible for dispersing medication to residential locations.
- Schedules, records and processes of the appropriate paperwork for all health-related appointments, prior to and following appointments.
- Update and maintain Transportation and Residential schedule, ensuring there is always adequate staffing coverage.
- May provide persons supported transportation to and from scheduled appointments as needed.
- Develop weekly and daily transportation schedules for Day and Residential Services.
- Provides support and assistance to people supported during medical appointments so the necessary medical information is shared with the health care professionals.
- Direct contact for Topeka metro.
- Forwards prescriptions to the pharmacy and ensure medications are sent as ordered to the necessary individual as requested.
- Picks up and delivers prescriptions from the pharmacy, as needed.
- Provides oversight of drivers.
- Ensure vehicles and drivers are credentialed to provide Non-Emergency Medical Transportation (NEMT).
- Schedules and documents trips for NEMT for assigned county.
- Accurately completes billing forms and forward to Coordinator in South Central Kansas for billing.
- Handles sensitive and confidential situations related to individuals supported.
- Attends all required meetings and in-services.
- Assists with front desk duties as needed.
- Follows organizational policies.
- Performs all other duties as assigned.



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**Qualifications:**

- High School Diploma or GED
- One (1) year of office experience
- Valid driver's license with acceptable driving record.
- Demonstrated poise, tact and diplomacy.
- Knowledge of Microsoft Office and ability to learn agency specific software
- Read, write and speak fluent English.
- Pass background checks and drug screen per agency procedures.
- Knowledge of traffic laws and defensive driving.
- Skill in operating vehicles with lifts, mini buses, and tie downs.
- Ability to safely drive various vehicles.
- Ability to work independently to meet deadlines.
- Ability to provide excellent, professional customer service.
- Professional appearance.
- Strong verbal, written and organizational skills.

**Physical Demands:**

- Frequent bending, standing or sitting.
- Ability to read computer screens for an extended period.
- Ability to lift up to thirty (30) pounds.
- Required to sit for long periods of time.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to focus.

**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.

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Employee Signature

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Date

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Supervisor Signature

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Date