



A Kid's Place is currently recruiting for a full-time Medical Transportation Coordinator. This position is to support the three Systems Navigators in the provision of services to the children at A Kid's Place.

The Medical Transportation Coordinator will report to the Program Director. This is a full-time position, hourly and non-exempt.

Monday through Friday, 8:00am-4:30pm, flexible when needed. Pay starts at \$16.50/hour

Duties/Responsibilities:

- Transport children daily to and from different locations.
- Transportation as specified for children as needed.
- Scheduling of medical appointments acute and routine.
- Completion of paperwork prior to appointment, referrals, background information, accurate medical insurance.
- Implementation and research for local medical providers that are in network with children(s) insurance, providing accurate updates if needed with Systems Navigators.
- Provide intake and discharge support.
- Scan and copy records as needed to support Systems Navigators.
- Assist in obtaining required documents from Case Managers.
- Maintaining of medical records and updates on Medicaid, dissemination of information to Systems Navigator team as needed.
- Maintain and manage client medication log forms.
- Maintain the Medication Tracker spreadsheet to include
- Other duties assigned.

Qualifications:

- High School Diploma or equivalent required.
- 1-3 years' experience within social services or child welfare.
- Must pass DCF background screening and have a valid driver's license.
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent written and verbal communication skills.
- Proficient in MS Office.
- Maintain a professional demeanor to all staff and external parties.
- Must be reliable, punctual, flexible and a team player.
- The ability to work and comply with all EEOC rules collaboratively, respectfully and to accepting constructive criticism from management with dignity and respect.

Benefits:

- Health, Dental and Vision Insurance (available first of the month following 30 days of hire)
- FSA and HAS
- 401K
- 20 days of Paid Time Off annually

Please submit your resume to Erin Booker, HR Director at ebooker@akidsplaceta.org

A Kid's Place is an Equal Opportunity Employer and a Drug & Tobacco Free Facility. All personnel are required to undergo mandatory post-employment offer criminal background checks.