

**Coalition for Hispanic Family Services  
JOB DESCRIPTION**

**Job Title:** Medical Management Assistant  
**Department:** Medical/Foster Boarding Home  
**Reports To:** Program Supervisor  
**Date Available:** Currently Available  
**Date Posting:** March 9, 2021  
**Deadline to Apply:** Until Position Filled

**To apply:** Submit a resume and cover letter with qualifications to Lydia Bermudez, Program Coordinator, at [amunoz@hispanicfamilyservicesny.org](mailto:amunoz@hispanicfamilyservicesny.org).

**Qualifications** – High School diploma or GED required. Some college preferred. Special consideration will be given to applicants with college courses in health or human service areas. Knowledge of medical terms/medical systems preferred. Bilingual/bicultural required. Also necessary are: Excellent verbal skills essential for interviewing, telephone calls, and interacting with other care providers, Excellent writing skills, strong organizational skills and ability to perform several tasks at once.

## **Responsibilities**

1. Review alphabetical order of medical files on a daily basis.
2. Handle all filling related to medical records for children in foster care according to CHFS accepted chart format.
3. Make appointments for medical, dental, and eye examinations as per requirements of CWA or the needs of the individual child as indicated by consulting physician or CHFS nurse.
4. Coordinate medical appointments with foster parents, caseworkers and medical clinics as necessary.
5. Complete form letters pertaining to medical care\appointments, mail in a timely basis, and follow up with telephone reminders.
6. Track medical services on tracking cards, established journals and the CHFS computer system.
7. Verify services rendered for bills received by CHFS.
8. Obtain informed consent by coordinating with caseworkers for medical/psychological/dental services and any other health care services deemed necessary.
9. Coordinate medical care appointment with caseworker as necessary to provide children in foster care with optimum medical care.
10. Complete medical history forms for each child in care by meeting as necessary with natural and foster parents as well as caseworkers.
11. Escort clients to medical appointments as deemed necessary.
12. Any other duties related to the provision of medical services to children in foster care.

Hours – 35 hours/week including two evenings/week. The two evenings must be Mon-Tue, Mon-Thu, Tue-Wed or Wed-Thu.