

**Link Associates
Position Opening
DSP-Specialist - Health**

DATE: May 2nd, 2024

POSITION: DSP Specialist – Health

POSITION SUMMARY: Responsible to assist and support persons served in the Residential Program, with their health / medical needs. Responsible to coordinate, schedule and attend medical appointments with persons served. Coordinate the relay of medical information to all assigned parties and maintain accurate documentation on each person served as required.

ESSENTIAL JOB FUNCTIONS:

- Assist in meeting the medical needs of the persons served and medication administration procedures.
- Transport and accompany persons served to medical appointments as assigned.
- Responsible for the planning and scheduling of routine persons served medical appointments, treatments and needs.
- Assist in the coordination of emergency or unscheduled medical needs of persons served.
- Complete necessary information for planning, tracking, monitoring of persons served health needs as assigned and ensure accurate and timely relay of information to concerned parties.
- Be punctual and professional when attending persons served appointments and model good behavior for persons served when preparing for and during appointments.

QUALIFICATIONS:

- Certified Medical Assistant (CMA) with AA Degree in Human Services or a related field with one (1) year related experience preferred. Minimum of a High School Diploma or GED. Exceptions must receive prior approval from the Executive Director.
- Must meet agency policy on transportation and background checks.
- Must complete agency Medication Manager Certification.
- Possess ability to work daily utilizing standard home, recreational and office equipment.
- Proven proficient ability to implement agency rules and procedures, use verbal, presentation, and written communication skills, human relation skills, team working skills, and organizational skills.
- Position will contain Medium physical work consisting of occasional 2-handlifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to forty (60) pounds of force. This position consists of frequent standing, walking, and reaching. The position requires frequent forward bending or crouching or stooping. The applicant will need to occasionally climb stairs without the use of railings and occasionally sit.

SALARY RANGE: Based on education and experience.

DEADLINE: May 9th, 2024, or until filled

Submit Internal Transfer Request, Current Resume and Cover letter to:

Robin Stewart
Human Resources
Link Associates
1452 29th Street
West Des Moines, Iowa 50266

Link Associates is an Equal Opportunity Employer