

Advocacy and Protective Services

Position Description

| | |
|--|---|
| Position: Medical Specialist | Reports To: Medical Program Manager |
| Supervisory Responsibilities: Not Applicable | Supervision Received: Work is assigned from immediate supervisor |
| Type of Position: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary | FLSA Status: Non-Exempt |
| Position requires a standard work schedule that will require some flexibility to cover additional shifts as needed. | |

Organizational Description

APSI (Advocacy & Protective Services, Inc.) is a statewide, private, non-profit agency dedicated to protecting the rights of Ohioans with developmental disabilities. We advocate for the people we serve by helping to make their desires and needs known, especially when they cannot speak for themselves or if they have no other advocate. We do this by providing a full array of guardianship and protective services to individuals age 18 or older.

APSI specializes in serving individuals with the highest level of needs, primarily through person only guardianship. As a guardian to an individual, APSI has the authority to make decisions of a personal nature on behalf of the individual (and relating to the individual only, not their estate) including medical and dental treatment, adverse interventions & strategies, work, residential placement and quality of life decisions.

Job Summary

The Medical Specialist is a primary work position and reports to the Medical Specialist Coordinator. This position does not provide direct services; provides daily and medical crisis support for persons represented by APSI; provides for afterhours and emergency informed consent to achieve outcomes that support each person’s best interest balanced with health, safety, and welfare needs; participates in the DNR process; documents all activities the day they occur; is responsible for supporting APSI services in a manner consistent with APSI Mission, Vision, and Values; may assist in developing and providing organizational tools; and assists in the overall achievement of APSI Strategic Plan goals and objectives.

Essential Functions

1. Protective Service Planning, Coordination, Implementation, and Monitoring:

- Implement job duties in a manner that aligns with APSI Mission, Vision and Values, and APSI Policies & Procedures;
- Provide advocacy, informed consent, and decision-making according to: APSI Policies & Procedures, state law, rules, regulations, statutes, standards, and court requirements and directives;
- Demonstrate a full understanding of and ability to implement principles of self-determination, person-centered planning, least restrictive services, community inclusion, trauma-based care, and rights restoration and provide advocacy, decision-making and informed consent according to such principles;
- Understand routine and emergency procedures and implement service accordingly;
- Provide advocacy, informed consent, and decision-making according to the persons wishes, goals, values, beliefs, and personal preferences balanced with needs for health, safety, and welfare;
- Provide advocacy, informed consent, and decision making activities according to established guardianship planning goals, as well as the goals, beliefs, values, personal preferences, strengths and challenges of the individuals they represent and balancing these activities with health, welfare, and safety needs;
- Provide support and technical assistance to all staff regarding medical issues and/or behavioral issues of individuals served;
- Review requests for non-routine medical treatment; research information necessary to help staff give informed consent regarding medical and/or behavioral interventions. Ensure sufficient information for informed consent (review individual's medical history, current medications, etc.) Review with APSI medical consultant as necessary.
- Process DNR requests according to Policy & Procedure, maintain committee process notification and follow-up in matters relating to death of an individual served;
- Provide afterhours coverage for shifts during times offices are closed (i.e. evenings, weekends, holidays, etc.)
- Complete daily documentation of services according to: APSI Policies & Procedures, state law, rules, regulations, statutes, standards, and court requirements and directives;
- Utilize the APSI electronic management database system according to APSI requirements;
- Identify individual trends and patterns and required follow up actions;
- Demonstrate proactive problem solving skills;
- Maintain confidentiality of all information;

2. Staffing and Human Resources:

- Participate in agency-wide, regional, and individual/supervision meetings with APSI leadership;
- Participate in required trainings and professional development activities;
- Self-initiate and disclose professional development needs;
- Participate in statewide meetings and trainings as requested;

- Must be willing to travel occasionally statewide, have reliable transportation, a valid driver's license and auto insurance;
 - Participate in personal development plans;
3. Partnership and Community Engagement:
- Actively participate in building strong partnerships with stakeholders, including DD county boards, Ohio Department of Developmental Disabilities, providers & organizations, businesses, other government agencies;
 - Actively participate in representing APSI at external partnerships, collaborations, and coalitions;
 - Ensure appropriate communication regarding pertinent needs and issues with the Medical Specialist Coordinator, Regional Program Director, Protective Services Rep Supervisor, and other stakeholders as appropriate;
4. Organizational Leadership:
- Provide support to the Medical Specialist Coordinator, Regional Program Director, Protective Services Rep Supervisor, and other stakeholders as appropriate;
 - Maintain and demonstrate a positive attitude regarding APSI services and persons APSI serves;
 - Demonstrate professionalism through crises, changes, and other unexpected events;
 - Participate in staff meetings and work groups in a manner that supports APSI and ensures that conversations, deliberations, and actions have the needed information for informed decision-making;
 - Demonstrate active engagement by providing personal expertise and experience as well as insights from programs in internal work groups and meetings that help sustain and develop APSI's Mission, Vision and Values.
5. Other duties as assigned.

Experience and Requirements

- Experience in medical environment and working with medical professionals, physicians and DD services.
- Knowledge of medical terminology and medical procedures.
- Experience with and knowledge of court appointed guardianship requirements, developmental disabilities, Medicaid and waivers, county boards, community housing, social, human, and mental health services is preferred but not required;
- Experience working with persons in crisis is preferred but not required;
- Passion for the programs and services provided by APSI;
- Demonstrated commitment to strengths-based approaches to service delivery, principles of self-determination and person-centered planning is preferred but not required;
- Ability to work effectively and efficiently in an open and diverse work place;
- Excellent written and verbal communication skills;

- Professional in attitude and presentation;
- Proficient with various technology applications including Excel, Word and electronic management databases;
- Highly organized and able to manage multiple projects and initiatives at the same time;
- Ability to meet deadlines.

Education Requirements

Bachelor's degree in allied medical profession, RN or LPN with equivalent experience.

Working Conditions

This position operates in a professional environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets and fax machines. This position requires the ability to occasionally lift office products and supplies, up to 30 lbs.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Medical Specialist Signature

Date