



# Emergence Health Network

El Paso Center for Mental Health/Intellectual Disabilities

## Employee Health Coordinator

**Job Code:** EHC - 107

**Revision Date:** October 31, 2022

**Starting Salary:** \$15.30 hourly; \$31,816 annually

**FLSA:** Non-Exempt

### **Overview**

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

### **General Description**

The Employee Health Coordinator or Certified Medical assistant (CMA) performs duties under the direction of a clinical Supervisor (RN/LVN/Physician/APRN/PA) and the Human Resources Department to assist in coordinating a health program for the Organization. The Employee Health Coordinator makes interpretations and exercises discretion in routine situations regarding Associate health. The Employee Health Coordinator is ultimately responsible to maintain accurate and confidential health records for the Organization.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Maintains an accurate record of any treatment, immunization, or mandated health counseling received by an Associate.
- Administers Tuberculosis skin tests, vaccines, medication, etc. as needed in accordance with Texas statute.
- Coordinates with Human Resources and Compliance Department to provide follow-up of injured employees.
- Responsible for compliance with annual employee health requirements as per established Infection Control and personnel policies.
- Monitors employees exposed to communicable diseases as per established Infection Control policies and procedures.
- Maintains medical supplies in a sterile, safe environment as directed by the clinical Supervisor.
- Monitors employee illnesses, and accurately reports numbers and types as per established Infection Control policies and procedures.
- Acts as the primary Coordinator for all COVID-19 pandemic related data and administration.

- Actively promotes safety and health practices and wellness among Associates.
- Assists the Human Resources Department in Audit related functions to include reporting and maintenance of records.
- Perform other job duties as assigned by clinical Supervisor and Human Resources.

### **Minimum Education and Experience Requirements**

Requires a High School Diploma or GED supplemented by two (2) years of experience in a mental health clinical care setting; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including Dialectical Behavioral Therapy (DBT); and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

### **Unavoidable Hazards (Work Environment)**

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Extreme heat and/or cold; Wet or humid conditions.
  - Extreme noise levels, Animals/wildlife.
  - Vibration; Fumes and/or noxious odors.
  - Traffic; Moving machinery.
  - Electrical shock; Heights.
  - Radiation; Disease/pathogens.
  - Toxic/caustic chemicals; Explosives; Violence.
  - Other extreme hazards not listed above.

### **Special Certifications and Licenses**

- Requires Certified Medical Assistant Certificate from the following: CMA (AAMA) American Association of Certified medical assistant, (RMA) American Medical Technologists, (CCMA) National Health Career Association NRCMA through National Associate of Health Professionals in the state of Texas by the Board of Nurse Examiners.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background, and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. Americans with Disabilities Act (ADA) requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.