Lead Client Care Coordinator
Meridian Healthcare - Youngstown, OH 44511
Posted: 2/20/2020 - Expires: 4/3/2020
Job ID: 216022873

Job Description
Due to continued growth, Meridian HealthCare, a large non-profit integrated healthcare agency with over 300 employees and 13 locations in the Youngstown/Warren, Ohio area, is seeking a Full Time Lead Client Care Coordinator to work at our Residential site.

This position will require afternoon, midnight, and weekend availability.

Responsibilities:
Ensures clients are completing the intake process by assisting clients in completing the intake checklist and verifying that all items coming into the facility have been heat treated (i.e. clothing and personal items).
Participates in staff development and training according to Agency policies and procedures.
Assists with scheduling Client Care Coordinators at each site. Assist with managing staff call-offs and coverage as needed for all of the sites.
Facilitates room search calendar and ensures room searches are conducted on an ongoing basis.
Ensures that contraband is identified, handled and documented according to agency procedures.
Monitors medication and ensures that medication administration process is followed at all times.
Performs daily front desk, clerical and office management tasks. Submits maintenance works orders as needed.
Assists the clients in the development of interpersonal and coping skills, including adapting to the residential environment and its rules and structure.
Monitors client symptoms and assists the resident in self-management of symptoms which interfere with daily living, financial management, personal development, etc.
Assists clients in development of social support networks.
Assists clients with activities of daily living to ensure their health, safety, and welfare.
Observes video surveillance monitors regularly and reports unusual incidents.
Ensures completion of nightly curfew checks for Meridian Women’s Center South, Meridian Court and any other sites as directed.
Transports residents to appointments, meetings, and on field trips; assists in coordinating the transportation schedule. Tracks all gas receipts and distributes to the Fiscal department. Ensures accurate completion of the van logs and distributes to the Fiscal department.

Qualifications:
High school diploma/GED required. Valid Driver’s License and good driving record required. Two years of Client Care Coordinator experience preferred.

Application Procedure:
Submit application to Tarah_Lattanzio@MeridianHealthCare.net or by mail: Attn: T. Lattanzio, Meridian HealthCare, 527 N. Meridian Road, Youngstown, OH 44509. Applications can be obtained at www.MeridianHealthCare.net or at 527 N. Meridian Road, Youngstown, OH 44509.

Contact Information

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>Meridian Healthcare</th>
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<tbody>
<tr>
<td></td>
<td>Tarah Lattanzio</td>
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<tr>
<td></td>
<td>527 N. Meridian Road</td>
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<td></td>
<td>Youngstown, OH 44509</td>
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## Job Summary

<table>
<thead>
<tr>
<th><strong>Employment Type:</strong></th>
<th>Full Time Employee</th>
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<tbody>
<tr>
<td><strong>Job type:</strong></td>
<td>Regular Employment</td>
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<tr>
<td><strong>Education Level:</strong></td>
<td>Attained Certificate of equivalency for a HS degree</td>
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<tr>
<td><strong>Work Days:</strong></td>
<td>Sun, Mon, Tue, Wed, Thu, Fri, Sat</td>
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<tr>
<td><strong>Work Shift:</strong></td>
<td>Rotating</td>
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