



## City of Greenwood – Mobile Intergrated Health Coordinator

<b>Job Title:</b>	<b>Mobile Integrated Health Coordinator</b>	<b>Job Category:</b>	Non-Exempt – Non-Merit
<b>Department/Group:</b>	Greenwood Fire Department	<b>Job Code:</b>	
<b>Location:</b>	155 East Main Street Greenwood, IN 46143	<b>Job Classification:</b>	Public Safety
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Division Chief of EMS
<b>Fax:</b> (317) 887-5868 <b>Email:</b> HR@greenwood.in.gov	<b>Mail: City of Greenwood. Attention: Human Resources Department</b> 300 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Provides direct support to community members before, during, and after 911 emergency service interactions to facilitate continuity of care and improve patient outcomes. The MIH Coordinator works collaboratively with multiple Johnson County Health &amp; Human Service providers to address the issues of complex patients who receive 911 emergency care and/or use the Emergency Department (ED). The program uses mobile resources to deliver care and services to patients in an out-of-hospital environment in coordination with healthcare facilities or other healthcare providers.</b>		

### Duties and Responsibilities:

#### Essential (primary)

- Provides emergency medical care at an Emergency Medical Technician level to include patient assessments, post-acute care follow-up and treatment compliance, screen patients for depression and substance use disorders, perform outpatient medication reconciliation, and administer vaccinations and other basic procedures as allowed by medical control.
- Contacts and helps patients enroll in various social service programs as necessary to help patients' close gaps in care.
- Schedules and visits patients to complete social ecological assessments and follow up of patients as assigned.
- Responds to low acuity / non-emergent requests as available for other issues that do not need a 911 response.
- Interacts with other emergency service providers, ED staff, and Care Management teams as necessary to coordinate care for patients.
- Analyzes historic emergency calls for service to identify patients requiring outreach services.
- Completes all training required in the time frames established, document and report all findings as requested.
- Evaluates program effectiveness and makes recommendations to improve the service delivery.

#### Non-Essential (secondary)

- Attending meetings with various internal and external community stakeholders.
- Check Medicaid, Medicare eligibility, and assists patients with the process to obtain, recertify, and maintain coverage.
- Responds on an as-available, as-needed basis to 9-1-1 emergency calls as dispatched by the Johnson County Sheriff's Office Dispatch Center.
- Responds as available, as needed to non-emergency calls (lift assists of up to 200 pounds with assistance) during normal working hours as dispatched by the Johnson County Sheriff's Office Dispatch Center.
- Occasionally travels to conferences or other training events.
- Completes other duties as assigned.



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### Job Requirements:

- **Education:** High School Diploma or GED.
- **Skills and Abilities:** Possession of a valid Indiana driver’s license and demonstrated safe driving record. Have or must obtain the State required 40-hour MIH training certificate within 6 months. Have or obtain your Indiana EMT-B Certification within 18 months.
- **Physical:** Ability to sit, walk, and stand for extended periods of time. Routinely lift and carry objects weighing more than 25 lbs. May be exposed to a variety of environments including exposure to hazardous conditions and bodily fluids.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

Human Resources: [HR@greenwood.in.gov](mailto:HR@greenwood.in.gov)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR approved By:

Date: