

## Job Description: Employee Health Coordinator — Occupational Health

**Position Summary:** This position is accountable for assuring quality medical care for employees.

### Scope:

- This position will report to the Director of Employee Health.
- Oversees all phases of the occupational health clinical program.
- Implements program goals and policies that have been established by the medical and administrative directors.
- Works in coordination with the business manager in matters concerning budget, marketing, and personnel management.
- Facilitates the occupational health clinic activities with the other services offered in the entire occupational health program.
- Maintains liaison activities with client companies to provide a continuum of interest and credibility through personal communication efforts.
- Responsible for the quality assurance program of the employee health service, such as monthly statistics on tuberculosis exposure/screening, hepatitis screening, rubella exposure/screening, aids exposure/screening and of employees seen in the employee health clinic. He or she is an active participant in the hospital safety and infection control committees and must interface with the personnel responsible for those committees.
- The employee health coordinator will be responsible for developing and implementing a wellness program for the employees of the hospital and other organizations as appropriate and for coordinating the activities of such programs.
- Coordinates the daily activities of the employee health clinic to allow for routine physical examinations, treatment of acutely ill employees, epidemiological follow-ups, routine screenings for tuberculosis, hepatitis, rubella, and AIDS, employee education, and wellness related activities.
- The Employee Health Coordinator is responsible for giving complete and comprehensive pre-employment physical examinations and to document findings in a systematic manner on a problem oriented medical record. The Employee Health Coordinator shall maintain the privacy of the patient and the confidentiality of the medical record. He or she will be responsible for immunizations as recommended by the Centers for Disease Control (CDC) and the Infection Control Committee. The incumbent must also be able to accurately assess those employees who present for treatment and initiate appropriate diagnostic and therapeutic measures according to protocol. In addition to the above responsibilities, the incumbent will be responsible for any other duties as deemed appropriate.
- The incumbent is responsible for directing and assigning work to the clinicians and secretaries, and provides managerial responsibilities such as personnel counseling, recruitment or dismissal, and general performance reviews for these people including day-to-day disciplinary needs.
- The employee health coordinator endeavors to provide state of the art expertise and counsel to client companies in matters of occupational health and safety, workers' compensation and any other relevant areas of occupational medicine.
- He or she facilitates the whole health care rendering process for the client's employees, from entry to return-to-duty.
- With the assistance of the programs's Business Manager or Marketer, will develop new clients and new services for clients. The Code of Ethical Conduct for Physician Providing Occupational Medical Services, published by the American College of Occupational and Environmental Medicine will be followed in carrying out all the above duties and responsibilities.

### Principal Accountabilities:

- The incumbent is a permanent member of the Safety Committee and the Infection Control Committee. He or she will work cooperatively with the Physician Director and Infection Control Nurse/Epidemiologist.

- The incumbent shall generate monthly statistical reports on tuberculosis, rubella, hepatitis, AIDS, and other epidemiological investigative reports to be presented to the director of emergency services and the infection control committee.
- The employee health coordinator is responsible for treatment and referrals for employees' problems presented to the employee health clinic.
- The incumbent will be responsible for coordination of a wellness program for employees and other organizations as appropriate.
- The employee health coordinator is responsible for initiating weekly meeting with the emergency department medical director to discuss medical care rendered and other timely issues.
- The incumbent will review and revise policies and procedures on at least an annual basis.
- The employee health coordinator must possess a bachelor's degrees in health care, master's preferred, with a background in public health, industrial, or ambulatory care settings. He or she must possess management skills as demonstrated by education and experience. He or she must possess appropriate licensure as required.