



Job Descriptions (Healthcare Consultant HC1)

Qualifications

Healthcare consultants must be at least 21 years of age or older at the time the offer of employment is made. Verification of age must be provided at the time of employment and maintained in each worker's employee record.

It is preferred that healthcare consultants are familiar with standard CARF, Joint Commission, copyright, trademark, and tax exempt regulations.

Duties and Responsibilities

A healthcare consultant shall:

- Possesses a high school diploma or equivalent
- Maintain transportation to and from client locations
- Adhere to the agency's dress code
- Adhere to the state's federal regulations and laws
- Adhere to the agency's code of conduct
- Adhere to the training methods
- Adhere to the agency's policies and procedures
- Have basic computer skills and access to email
- Obtain a smart phone that can download agency required apps
- Have a drug free lifestyle
- Have the physical ability to stand, walk, use hands and fingers, reach, stoop, kneel, crouch, talk, hear and see and lift up to 25 pounds
- Have the mental fortitude and stability to handle stress
- Be directly supervised by administrative personnel
- Be trained in the philosophy, policy and procedures of the agency, confidentiality requirements and the needs of the clients
- Be able to assist with organizing, printing, and compiling documents as requested
- Be able to assist with formulating at least the following procedures:
 - CARF
 - Joint Commission
 - Copyright
 - Trademark
 - Tax Exempt
- Be readily available to assist with other healthcare consulting tasks as requested