



To reach the pinnacle in our field, we must provide superior service to our clients, and this means employing the best people. As a member of the Zumbro House team, you are critical to our success. Through your dedication and performance, we can reach our goal of being the premier provider of services for individuals with developmental disabilities, mental illness and high supervision needs.

Zumbro House, Inc. strives to create an exciting, challenging and rewarding work environment that allows you to flourish. We want you to build a long and successful association with Zumbro House, Inc. and be a happy and productive member of our team. Through your dedication, creativity, perseverance and efforts, our company will continue to grow and excel, and the clients we serve will continue to live happy, productive lives in the community. Although we certainly value previous experience in the field, we prefer to hire bright and caring individuals who are motivated to help others lead successful lives in the community.

Job Title: Records Specialist

FLSA Classification: Non-exempt or Exempt

Reports To: 245D Division Director/Director of Operations

Last Updated: 1/19/21

Job Overview

Maintain electronic records database by correctly adding and filling documents. Assist other employees with accessing files. Perform regular audits of EMARs, Annual Documents, and other documents or records to ensure compliance. Assist in maintaining records and correct settings in Eldermark.

Essential Duties and Responsibilities

- Ensure the organization and management of archived files for individuals served.
- Review incoming documentation, including but not limited to eMARS, incident reports, and other pertinent information for resident files and follow up with discrepancies as needed.
- Provide reports on a regular basis, and as directed or requested, to keep the senior management informed of the operation and progress of compliance efforts.
- Review EMARS and track medication discrepancies; assign retraining to staff as needed and ensure documentation of training.
- Ensure compliance with relevant internal and external policies.
- Identify potential areas of compliance vulnerability and risk; develop/implement correct action plans for resolution of problematic issues.
- Manage the changeover from paper to an Electronic Health Record (EHR) management system.
- Performs administrative duties that support employee relations functions, completes special projects, and performs other duties as assigned.



- Coordinate with system developers to ensure the EHR system is tailored to meet the needs of the company.
- Oversee the daily use of the EHR and communicate any pertinent information with senior management.

Required Skills/Abilities

- Ability to operate personal computer and various software applications including Word and Excel and creating and using PDFs.
- Excellent organizational skills and ability to audit and track data.
- Ability to successfully investigate and roll-out new technology aimed at assisting and improving the tracking and implementation of quality and compliance measures.
- Ability to maintain confidentiality.
- Ability to pass background study.
- Interpersonal/human relations skills.
- Verbal and written communication skills.
- Ability to work independently.

Education and Experience

- Two year degree preferred.
- 3+ years experience with general office and clerical tasks preferred.

Because of the broad nature of this position, this job description is not intended to be inclusive of all job requirements and responsibilities. The Records Specialist is expected to perform other job related duties as assigned.

I understand that my employment is probationary for 90 days following the date of hire.

I understand and agree to perform all tasks documented in this job description.

Employee Name (please print clearly)

Date

Employee Signature