



POSITION TITLE: Recuperative Care Specialist

REPORTS TO: Director of Medical Services

FLSA STATUS: Non Exempt

JOB TYPE: Full Time -In Person

SALARY RANGE: \$21.00 - \$25.00, Depending on experience. This position also qualifies for a \$.50 swing shift differential and \$1.50 graveyard shift differential.

POSITION SUMMARY:

The Recuperative Care Specialist at St. Mary's Community Services (SMCS) supports clients transitioning from hospital care by monitoring their health, coordinating follow-up medical needs, and ensuring a safe and supportive healing environment. This role conducts intake assessments, tracks client vitals, schedules and coordinates medical appointments, and assists with daily care needs such as meals and transportation. The specialist promotes health literacy, maintains accurate documentation in HMIS and medical logs, and upholds HIPAA, infection control, and safety standards. They play a critical role in providing trauma-informed care to medically vulnerable individuals experiencing homelessness, ensuring safe recovery and continuity of care

Why St. Mary's Community Services?

- Mission-Driven Leadership – Be at the heart of an organization dedicated to serving the most vulnerable.
- Strategic Influence – Shape policies and initiatives that uplift lives and drive systemic change.
- Collaborative Environment – Work alongside a passionate team, community partners, and dedicated stakeholders.
- Sustainable Impact – Lead an organization committed to long-term solutions for housing, healthcare, and social support.

Essential Duties & Responsibilities

- Perform initial intakes to ensure proper client discharge from hospital with all appropriate needs for the continuation of care and documenting all findings.
- Assess/intake completed upon arrival by, checking vitals, making follow up appointments with clients' doctors, and picking up/filling prescriptions as needed.
- Conduct morning, afternoon, and evening checks for all assigned clients to observe wellbeing, ensuring there is no change in medical conditions since hospital discharge.
- Link clients to medical services when necessary (insurance, PCP, specialists, referrals)
- Coordinate home health visits (if needed) and follow-up medical appointments.



- Promote health literacy by providing patient education with regards to clients' illnesses, medications, preventative measures, treatment management and overall general health.
- Discharge planning providing client with a list of current medications, future medical appointments, insurance information and other applicable medical information.
- Arrange transportation for clients to and from medical appointments if needed to advocate for client needs.
- Transport clients as needed using SMCS vehicles to medical appointments or other program-related destinations.
- Report emergency situations to Supervisor/Director and document incident
- Seek proper level of care to assess and treat medical complications.
- Initiate medical response system when appropriate.
- Support client recuperation by providing necessary items and space needed to rehabilitate and assisting with the upkeep of the facility.

Administrative/ Record Keeping

- Enter client information into HMIS and other documentation.
- Complete and update Medication, Vitals, and/or Diabetic logs
- Perform administrative tasks such as answering phones and filing paperwork.
- Maintain proper inventory of medical supplies and medications.

Compliance/Safety

- Maintain confidentiality in accordance with HIPAA guidelines and standards.
- Provide clients with proper compliance forms upon admission to support adherence to program rules.
- Provide care utilizing infection control measures that protect both staff and clients, in accordance with OSHA standards.
- Conduct medication reconciliation and ensure proper disposal and pickup of biomedical and pharmaceutical waste in accordance with SMCS's Medication Policy.
- Maintain a safe and sanitary environment in the med room, wound care room, and med storage areas.
- Ensure all medical equipment remains in proper working condition.
- Utilize trauma-informed care approaches to support the complex medical needs of individuals experiencing homelessness, with attention to both past trauma and present health challenges.

Physical & Mental Requirements

Mobility: frequent sitting for long periods; frequent operation of a data entry device; occasional walking, standing, pushing, pulling, bending, squatting, and climbing.

Lifting: frequent lifting of 25 pounds or less; occasional lifting of 5-30 pounds.

Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision

Hearing/Talking: Frequent communication in person, by phone, and by radio.



Emotional/Psychological: Frequent decision-making, concentration, and public contact, occasional public speaking, occasional exposure to situations involving trauma, grief, or death.

Environmental: Frequent work in a standard office environment, occasional exposure to varied weather conditions.

What You Bring:

- High school diploma, GED, and Medical Assistant Certificate (MA) required; CNA, EMT, or related healthcare certification strongly preferred.
- Minimum 1–2 years of experience in healthcare, recuperative care, shelter, or direct client care — preferably with individuals experiencing homelessness or complex medical needs.
- Valid California Driver's License and Proof of Personal Liability Insurance
- Ability to operate a company vehicle in performance of job duties
- Knowledge of basic medical terminology, vitals monitoring, medication handling, and post-hospital discharge care.
- Understanding of trauma-informed, harm-reduction, and person-centered care practices.
- Experience coordinating medical appointments, client transportation, or community health resources.
- Strong organizational and documentation skills, including maintaining HMIS, medical logs, and case records.
- Ability to respond appropriately to emergencies or changes in client medical conditions.
- Valid California driver's license is required as this role involves transporting clients; proof of personal auto liability insurance is required if driving for work.
- Bilingual skills (English/Spanish) preferred.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision Insurance
- Paid time off



SMCS is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workplace that values and respects all individuals. Employment decisions are based on merit, qualifications, and business needs, without regard to race, color, religion, creed, national origin, ancestry, age, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, sexual orientation, military or veteran status, or any other status protected by applicable federal, state, or local laws.