

# MG&A

## Customized Job Description

**Employee** Sadie Jones **Date of Offer** 10/2/201

**Company** Adams County General Hospital **Start Date** 10/9/201

**Employer Contact** Gerald Jordan, Hospital Administrator

**Provider Agency** MG&A

**Job Developer** Charlotte Guy **Phone** 228-205-4586

**Work Days** Mon. – Fri. **Work hours/day:** 5 hr. 15 min.

**Work Times** 8:00 – 2:00 **Work hours/week** 26 hr. 15 min

**Starting Pay** \$9.25/hr **Benefits** 1-week pd vacation, all state holidays

**Departments/Areas In which task will be Performed:** Business Office = B, Records Office = R  
Cafeteria = C,  
Surgical Waiting Room = SWR

**Break Time** 10:00 – 10:15 **Lunch Time** 12:30 – 1:00

**Tasks to be performed:**

	Task Name	Days (mark)	# Day	Time of day	Duration
1.	Make Coffee & prep area B	SMTWTFS	2	8:00 & 10:00	15 min.
2.	Copying patient records R	SMTWTFS	30	8:15 -10:00	5 min.
3.	Preparing certified letters B	SMTWTFS	6	10:30-12:00	15 min.
4.	Entering data from old files R	SMTWTFS	9	10:30-12:00	10 min.
5.	Stocking supplies after delivery B	SMTWTFS	1	10:30-11:00	30 min.
6.	Searching for misfiled docs R	SMTWTFS SMTWTFS	9 6	10:30-12:00 11:00-12:00	10 min. 10 min.
7.	Answering phone during lunch B	SMTWTFS	1	12:00-12:30	2-5 min.
8.	Tasks as needed/assigned B & R a. Collating insurance packets	SMTWTFS	1	1:00-2:00	Varies

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b. Tracking required training c. Collecting employee signatures d. Reminding about meetings e. Assisting in mail room f. Delivering docs to departments				
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**Supervisor(s) for tasks assigned:**

	Name	Tasks supervised by task #
1.	Violet Green – Office Manager	1,3,5,7,8
2.	James Johnson – Records Manager	2,4,6,8
3.	_____	_____
4.	_____	_____

**Lead co-workers for tasks assigned:**

	Name	Co-worker by task #
1.	Mildred Parker, Business Office Clerk	1, 3, 8a, 8c
2.	Devon Gentry, Mailroom/Materials Clerk	2, 5, 8e
3.	Mike Washington, Records Clerk	4, 6
4.	Lacey Hughes, Receptionist, Business Office	7, 8b, 8d, 8f

**If the company/department has a dedicated trainer(s), list name here:**

- None \_\_\_\_\_
- \_\_\_\_\_

**Brief overview of Customized Job: (including days of week, hours per week, location of work, etc.)**

*Sadie Jones will be performing tasks within the Business and Records offices of the Adams County General Hospital in Natchez, MS. Her job will be from 8:00 AM to 2:00 PM, Monday through Friday. Her starting date is October 9, 201\_. She will be provided a personal work area in each office and will be supervised by the managers of each. The Job Analysis is scheduled for October 5, 201\_. The hospital requires a two-day, paid orientation training for all new employees and Ms. Jones will attend. She will receive job site supports funded by Vocational Rehabilitation services. Her job coach is Latoya Greer. Ms. Greer will be conducting the Job Analysis and is funded to provide job coaching, using MG&A's Seven Phase Sequence as a process guide, for the first 90 days of employment for Ms. Jones. Her customized job was negotiated with the hospital administrator, Gerald Jordan, with approval from the Business and Records offices managers, Violet Green and James Johnson. Mr. Jordan has approved having Ms. Jones' mother, Ellen Jones, meet the staff in the Business and Records offices during orientation.*

***Additional Information to be added prior to first day of work:***

**Pay period:** Every other Friday. First pay check comes following the first full pay period.

**Required withholding (FICA, Insurance, Union Dues, etc.):** FICA will be withheld. The hospital has a 401(k) that matches up to 3% of employee contributions. A health care plan is available, but Ms. Jones has decided to stay with Medicaid.

**Probation period (as necessary):** Mississippi is an “At Will” state giving employers wide discretion as to firing and lay-offs. The hospital has a 30-day probationary period for employees filling existing job descriptions. Ms. Jones was offered a 30-day period to “settle in” to her job by her employer.

**Orientation procedures:** The hospital has a standard two-day orientation in which new employees: a. are given tours of the facility, b. fill out all required forms, c. take a CPR and first – aid course. d. receive information from department managers concerning the expectations and culture of the department(s) in which an employee works, e. watch two, one-hour videos of hospital rules and decorum and f. take a multiple-choice test on the information provided during orientation.

**Flexibility negotiated related to employee’s disability:** The job developer representative for Ms. Jones’ customized job, Charlotte Guy, negotiated the following flexibilities with Mr. Jordan and her two department managers:

1. If she becomes fatigued while walking or standing, Ms. Jones is to tell her supervisor. She may request up to two, 10-minute rest periods per day during the first month of work.
2. Ms. Jones’ work areas are all in interior locations, without windows. However, if she hears a thunderstorm, she may seek shelter under her desk for the duration of the storm and audible thunder.
3. If she is asked to perform a task for which she has not been trained, Ms. Jones’ should immediately notify her supervisor.
4. For the orientation test, her job coach may read and explain the questions but not give assistance on the answers. The test must be passed to the 70% level of correctness.
5. Her job coach will be allowed in the work areas in which Ms. Jones works and be allowed to make suggestions for improving her performance.

**Supports offered to employee and employer by provider agency:** Mississippi’s Vocational Rehabilitation will provide a job coach, up to full time, for the first 90 days of employment. After that, a local provider agency will provide episodic job coaching, as needed.

**Uniform/dress requirements:** The hospital allows “office casual” dress. Additional information will be provided during orientation.

**Daily Schedule of Work**

*(To be completed by the date for the Job Analysis. Change times as necessary)*

**For Week of** October 17, 201

**Work Day** Monday, 10/17

<b>Time</b>	<b>Task</b>	<b>Co-Worker</b>	<b>Supervisor</b>
<b>8:00</b>	Make coffee and prep kitchen area	MP	VG
<b>8:15</b>	Copying patient records	DG	JJ
<b>10:00</b>	Make coffee and prep kitchen area	MP	VG
<b>10:15</b>	Break time		
<b>10:30</b>	Search for misfiled documents	DG	JJ
<b>12:00</b>	Answer phone in Business Office	LH	VG
<b>12:30</b>	Lunch		
<b>1:00</b>	Episodic tasks as assigned	MG & DG	VG
<b>2:00</b>	Work day over		
<b>2:30</b>			
<b>3:00</b>			
<b>3:30</b>			
<b>4:00</b>			
<b>4:30</b>			
<b>5:00</b>			