



## JOB DESCRIPTION

<b>Job Title:</b>	Medication Tech	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Wellness Director	<b>Revision Date:</b>	1/31/2019
<b>OSHA Classification:</b>	II: Potential for exposure to blood borne pathogen	<b>Physical Requirements:</b>	Medium Work – Ability to exert 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
<b>Employee Name:</b>			
<b>Date of Hire:</b>			
<b>Job Description</b>			
<p><b>POSITION OVERVIEW</b></p> <p>Guided by goodness, loyalty faith and fun; the Medication Technician is a leader and a role model for his/her shift and is responsible for maintaining a safe and secure delivery of medications. The Medication Technician is key in developing, coordinating and performing the tasks on the Growth and Wellness plan according to the resident’s preferences and abilities. Leadership responsibilities include assuring that Companions complete their assignments and supporting and guiding them.</p> <p><b>ESSENTIAL JOB FUNCTIONS</b></p> <p><i>Customer Service</i></p> <ul style="list-style-type: none"> <li>• Provide excellent customer service to internal and external customers</li> <li>• Perform job duties for residents and with team members in a courteous, caring, and professional manner</li> <li>• Take initiative to ensure resident growth and wellness goals, and satisfaction is a priority</li> <li>• Meet and greet visitors in a friendly, helpful manner (Visitors include anyone who visits the community; specifically, current residents’ families and friends, prospective residents and their families, referral sources, vendors and regulators)</li> <li>• Answer phones appropriately, according to company and community standards</li> <li>• Communicate professionally and cooperate with supervisor and all community personnel Reinforce creating a customer experience of the highest quality</li> <li>• Model the Compass Senior Living Leadership Values</li> </ul> <p><i>Resident Rights</i></p> <ul style="list-style-type: none"> <li>• Ensure compliance and understanding of all regulations regarding residents’ rights</li> </ul> <p><i>Resident Care</i></p> <ul style="list-style-type: none"> <li>• Adheres to and conveys the philosophy of Assisted Living and Residential Care; has awareness and practices in accordance with the regulations of the state</li> <li>• Receives report from the previous shift and Wellness Assistant</li> </ul>			



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- Reads the Communication Log, Alert Charting, changes in Growth and Wellness Plans, and Shower Schedule for information and changes at the beginning of each day. Documents in the Growth and Wellness plans, Communication Log and Progress notes, as appropriate throughout the day
- Assists elders with activities of daily living, environmental orientation, vital signs, first aid, and communication with outside health care professionals
- Demonstrates knowledge of infection control and universal precautions
- Documents care given adhering to community policies and procedures
- Maintains clean, neat, comfortable, safe environment for elders, staff, and visitors including housekeeping duties as assigned
- Reports deficiencies observed in elder's apartments or clothing/linen and communicates to administrator
- Completes Incident Report form as needed for any unusual occurrence, and does proper notifications
- Observes and communicates any changes in elder's physical or mental status as directed.
- Is thoroughly familiar with fire, missing persons and other emergency procedures, follows community policy and procedures detailed in fire and disaster plans
- Avoids loss, breakage, and waste of supplies and equipment. Maintains a neat and orderly Medication Room
- Assists elder's moving in or out as directed
- Maintains current elder's record for each elder, including but not limited to, obtaining current physician orders, clarifying orders, and alert and monthly charting
- Orders, stores and assists with medications according to community policy and procedure and current physician orders
- Maintains, transcribes and documents in the Medication Assistance Record (MAR) according to Policy and Procedure
- Maintains Growth and Wellness plans. May participate in Growth and Wellness Plan reviews in collaboration with families, resident, and Wellness Services Director and Administrator performs all other duties assigned by administrator or Wellness Coordinator

### *Safety and Sanitation*

- Monitor the phone, front door, call and alarm systems
- Understand and follow safety and infection control policies and procedures
- Respond to emergency call signals promptly
- Report incidents and completes appropriate paperwork

### *Laundry & Cleaning*

- Collect, laundry, and distribute linens, garments, etc. in accordance with Community procedures
- Help to properly maintain all equipment, ensure work areas are clean and safe, and ensure policies covering infection control, health and safety, etc. are strictly followed
- Assist in cleaning resident rooms, dining areas, public areas

### *Training*

- Attend all required in-service trainings



### JOB DESCRIPTION

*Other*

- Promote and encourage residents to participate in activities
- Follow & communicate company policies and procedures

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Successfully complete training as required by state regulations
- Ability to read, write and speak English
- Obtain Food Handlers Permit (as required by state regulations)
- Must be able to communicate effectively with residents, families, staff, vendors and the general public
- Must meet all health requirements, including TB
- Must be able to perform duties and responsibilities (Essential Job Functions) with or without reasonable accommodation
- Must pass criminal background check
- Must have compassion for and desire to work with the elderly

**OTHER SKILLS AND REQUIREMENTS**

- This position is hourly
- Some weekend or after hours work

**ADDITIONAL NOTES**

This job description is not intended to be all inclusive. Employee may perform other related or similar tasks to meet the ongoing needs of the community. All duties and responsibilities listed are considered to be essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. This job description does not constitute an employment agreement between the employer and the employee. It is subject to change by the employer as the needs of the business and requirement of the job change.

**I have read and understand the above job description. By signing below, I certify that I meet the minimum requirements and physical demands of the job.**

Signature:		Date:	
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***This community does not unlawfully discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment.***