

Meadowview Residential Care

Position Description

Title: *Certified Medication Technician (CMT)/Certified Level 1 Medication Aide (CMA)*

Immediate Supervisor: *Administrator/Manager*

FLSA Position Classification: *Non-Exempt*

Educational Requirements:

This position requires graduation, or certification of graduation equivalency, from an accredited high school or adult learning institution and current recognized certification by the Department of Health and Senior Services as a Certified Medication Technician or as a Level 1 Medication Aide.

Experience Requirements:

Prior experience in direct service to seniors in either a residential care capacity or other direct service capacity is preferred but not required for employment consideration for the position of CMT/CMA.

General Requirements:

1. The applicant must be at least 21 years of age at the time of their application.
2. The applicant must be free from felony conviction or misdemeanor involving moral turpitude and must not receive a conviction of such while an active employee.
3. The applicant must not have been named as the perpetrator in any substantiated abuse or neglect complaint.
4. The applicant must be free from the use of controlled substances and demonstrate such by submitting to pre-hire urinalysis and periodic random urinalysis while employed.
5. The applicant must be able to speak, write and read English to the extent necessary to perform essential functions of the job.
6. The applicant must be employable in the U.S. and provide verification of Identity prior to hire.

Essential Functions of Position:

The person who occupies the position of CMT/CMA must possess the appropriate knowledge, skills and abilities to perform the following essential functions of this position.

1. Responsible for the supervision and care of elderly persons in a licensed level 2 residential care facility within the established policies and procedures of the facility.
2. Establishes and maintains a kind and positive relationship and rapport with the residents to better identify their needs of care.
3. Administers medications to the residents in accordance with the prescriptions provided by the physician.
4. Administers all over-the-counter medications to the residents in accordance with the medical orders or label directions.

5. Communicates with the residents' physicians any changes in the medical condition of the residents.
6. Fields telephone calls concerning the residents from physicians, pharmacies or other healthcare practitioners in an appropriate and professional manner.
7. Transcribes telephone medical orders from physicians and communicates the changes to the LPN prior to implementing.
8. Assures that all physicians' orders are followed on each resident.
9. Reviews resident charts daily for changes in medical orders.
10. Maintains the residents' charts to assure that they are up to date, orderly and accurate.
11. Responsible for ordering medications in accordance with the physicians' orders.
12. Responsible for maintaining the inventory of medical supplies and equipment and reporting any shortages to the Administrator/Manager
13. Continually communicates medical conditions and needs of residents to the Nurse, CMTs/CMAs and Administrator/Manager.
14. Administers precursory aid and care to residents in accordance with directives of the Nurse and standing medical orders.
15. Assists the residents, when needed and appropriate, with bathing and bed time preparations.
16. Documents care given on personal care sheets and assures that documents are complete and accurate.
17. Assists in planning and implementation of resident activities consistent with the established program goals of the facility.
18. Assists the cook in meal clean-up by cleaning dishes, the floors, counters, food prep surfaces, sinks, stoves, refrigerator, etc.
19. Tends to the immediate needs of the residents by answering the call light immediately and addressing their needs. Makes immediate decisions as to the nature of their complaint and the intervention that will be taken to resolve the situation. Determines if the complaint is within their scope of practice. If the situation is not within their scope of practice the employee is to immediately seek assistance in a manner specifies by facility policy.
20. Acts as a role model for the residents by participating in recreational activities and special activities.
21. Documents behavioral, physical and emotional condition of residents to assist in evaluating the needs of the residents to provide for effective intervention and service plan construction.
22. Assures that incidents are reported within the provisions of facility policy.
23. Assists in the continual evaluation of safety, health and security practices and policies of the facility and makes recommendations to facility administration as to the appropriate course of action to take in assuring a safe and healthy environment for the residents and staff.
24. Is responsible for other directives and responsibilities given by the administrative team as needs and situations dictate.

Physical Requirements/Working Conditions for Position

The person who occupies the position of CMA/CMT must be able to, with reasonable accommodation, perform the essential functions associated with this position. In the performance of the essential functions of this position the person will encounter the following working conditions associated with the normal duties of this position.

Administrative tasks requiring the use of the following equipment:

- Telephone

Updated and Approved 7-1-2014

- Fax machine/copier
- Paper shredder
- Adding machine/calculator

Normal job tasks involving the use of the following equipment and materials:

- Examination gloves
- Medical equipment including blood pressure cuffs, stethoscope, thermometer, etc.
- General household cleaning supplies
- Recreational and crafts equipment and supplies

General working conditions:

- Indoor office conditions
- Minimal seated office work
- Considerable periods on feet while tending to residents' needs and facilitating their participating in program activities
- Occasional moderate lifting as necessary to assist residents
- Moderate lifting involved in stocking supply items and inventory
- Extensive, direct interpersonal interaction with residents

Not all possible working conditions associated with this position are listed here. The person performing the duties associated with the position of CMT/CMA may, on occasion, encounter other conditions that are not specifically listed here.

Work Schedule for the Position of CMT/CMA

This is a position that is considered swing shift. The schedule for this position will be determined by the Administrator/Manager and is subject to change based on the needs of the facility. Due to the unique nature of this facility, this person may be required to work hours that are outside of their normally designated hours.

Statement of Employment Status/Acknowledgement

I acknowledge receipt of this position description. I understand that the specific duties associated with my position may be modified to meet the changing needs of the facility program. I will be notified by the supervisory team if there are changes in the tasks associated with my position.

I understand that this position description in no way constitutes a contract for employment and that my employment remains at will. My employment may be terminated any time by either myself or the Ladies Union Benevolent Association with or without cause.

Signature and Date

Supervisor Signature and Date

Updated and Approved 7-1-2014

No. 3039 P. 17

Jul. 26. 2017 1:42PM