

Job Summary: Distributes medication and treatments to participants in accordance to physician's orders. Provides direct care services to participants according to his/her individual plan of care. Provide individual assistance with restorative activities of daily living (ADL's). Monitors changes in participants' function and health status and reports to the Nurse Care Coordinator or Administrative Personnel.

RESPONSIBILITIES:

1. Provide responsible assistance of medication to participants:

- a. *Administer medications in accordance with established nursing standards, policies, procedures and practices of Grace Center, and requirements of the state.*
- b. *Document medications given onto Medication Administration Record as they are administered*
- c. *Know and adhere to six rights of safe medication administration*
- d. *Ensure prescription label and storage procedures meet state standard*
- e. *Count narcotics and other controlled drugs and record at the end of each shift*
- f. *Order medications/participant supplies in a timely manner to ensure adequate supply*
- g. *Clean and restocks medication cart routinely; removes outdated and discontinued medication.*
- h. *Accurately measure, record and report the vital signs and weight of participants monthly*
- i. *Effectively communicate necessary participant information to the Nurse*
- j. *Attends care plan conferences if requested by Nurse*
- k. *Produce monthly MARS sheets under the direction of Nurse*
- l. *Oversees shower and 2 hour bathroom schedules*
- m. *Organizes and monitors the need for incontinence care supplies and Participants baskets*

2. Assumes additional responsibilities for the participants:

- a. *Toileting/incontinence care/hand washing/showering as scheduled*
- b. *Ambulation*
- c. *Wheelchair/chair/toilet and VERA lift transfers*
- d. *Dial-A-Bus transfers to & from the building as needed*
- e. *Records participants' arrival and departure times on sign-in sheet. Notes any pertinent information on daily sign-in sheet.*
- f. *Assists participants with eating of meals and snacks, applying knowledge of special diets (e.g., diabetic, low salt/protein, modified consistency etc.):*
- g. *Reviews care plans/information at least weekly to maintain familiarity with problems/needs, goals and action plans.*
- h. *Reports changes in participants' physical condition or behavior to the Nurse or Administrative Personnel as soon as possible.*
- i. *Assist with activities including individual and group exercise.*
- j. *Be the participants' "advocate", "coach": encourage them to do their best to meet their goals.*
- k. *Provide a safe environment by closely monitoring and managing participants who wander; eliminating potential safety hazards*
- l. *Create and uphold an atmosphere of kindness, patience, enthusiasm, and a calm and cheerful environment*

3. Serves and assists with preparation of meals and snacks, applying knowledge of special diets (e.g., diabetic, low salt/protein, modified consistency etc.):

- a. *Note any significant changes or problems with meals and reports to Nurse or Administrative Personnel.*
- b. *Help with kitchen clean-up as needed.*

4. Provides a safe environment for participants by:

- a. *Closely monitoring and managing participants who wander*
- b. *Eliminating potential safety hazards*

5. Assists Program Specialists/Program Coordinator with:
 - a. *Planning/implementing/facilitating exercise/activities*
 - b. *Organizing volunteers*
 - c. *Special assigned tasks such as monitoring the need for incontinence care supplies, planning participants' birthday parties, etc.*
6. Records participants' arrival and departure times on sign-in -spreadsheet. Notes any pertinent information on daily sign- in sheet.
7. Document 2 hour bathroom schedules and daily showers
8. Communicates with caregivers regarding participants 'needs daily, or as needed.
9. Greets visitors and answers telephone as needed.
10. Opens and closes facility as described in "Opening & Closing Procedures as needed.

QUALIFICATIONS:

- CMA/CNA certificate and license preferred
- Must have prior verifiable experience as a medication aide
- Knowledge of the meaning and usage of common medical abbreviations, symbols and terms relative to the administration of medications
- Minimum of one year work experience with elderly/disabled adults including personal care services required
- Maintain a current CPR/First Aid certification
- Must possess excellent organizational and communication skills
- Maintain confidentiality in accordance with HIPAA guidelines

PHYSICAL DEMANDS*

- Ability to stand and walk continually
- Ability to push/pull participants in wheelchairs frequently
- Ability to assist participants into/out of and push/pull a mechanical sit-to-stand lift frequently
- Ability to walk with and transfer participants who require gait belts and contact guarding frequently
- Ability to assist participants into/out of and guide a gait harness ambulator occasionally
- Ability to squat, bend forward, and kneel occasionally
- Ability to lift up to 50 pounds rarely

*KEY: Rarely = 1-10 % of the timeOccasionally = 11-33% of the timeFrequently = 34-66% of the timeContinually = 67-100% of the time

Job Type: Full-time

Pay: \$16.50 - \$18.50 per hour

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance



Schedule:

- 8 hour shift
- Monday to Friday

Shift availability:

- Day Shift (Preferred)

Work Location: In person