

OLIVENHAIN GUEST HOME

JOB DESCRIPTION – MED TECH

The med tech is responsible for providing medication management services and personal care for residents, and ensuring the ADL services provided to residents are completed in accordance with their service plan.

Reports to: Resident Services Director, Administrator

Essential Duties:

- Assist in monitoring the medication program.
- Every shift, exchange information with the last shift caregivers. Review all entries in the communication books.
- Check on residents at the beginning, end, and throughout the shift. Document and report any changes or concerns to LVN, management, responsible party and physician if appropriate.
- Assist with self-administration of medication.
- Order and receive medication.
- Keep all medications in their appropriate storage areas and keep medication carts and doors locked at all times.
- Regularly review the resident's medication administration record, centrally stored record, pharmacy records, and report any errors to the Resident Services Director.
- Keep medication files and medical records current and up to date.
- Regular, ongoing communication with the health care professionals, families, residents, management, and direct care staff.
- Assist in updating the service plans and monthly care logs if needed.
- Supervise direct care staff and manage completion of daily assignments
- Maintain clean, organized work areas, including med room and med cart
- Keep supplies stocked and manage inventory of medical supplies
- Assist in the training of direct care staff
- Assist with ADL care as needed
- Attend all required classes, in-services, and staff meetings and complete online training timely
- Maintain a safe working environment through the prevention of accidents, the preservation of equipment, and the achievement of safe working practices
- Maintain a positive and professional demeanor toward residents, visitors, families, and co-workers
- May perform other duties as assigned

Physical Requirements:

- Must be able to physically provide assistance with resident care
- Lift up to 60 lbs., push/pull up to 60 lbs.,
- Constantly stand and walk. Frequent bending, crouching, lifting, pushing, pulling
- Must be physically able to handle, grasp and reach frequently throughout the workday.

Qualifications:

- FBI/DOJ Criminal Background Clearance
- Negative TB test within 6 months of hire date/Health Screen that demonstrates the ability to meet physical requirements
- High School diploma or equivalent
- First Aid/CPR Certification

Abilities:

- Can read and understand English, and interpret detailed instructions as well as respond to them, both verbally and in writing.
- Can elicit information from residents and communicate effectively, verbal and nonverbal.
- Can plan and implement one's work schedule consistently.
- Communicates effectively with coworkers, and maintains a professional and favorable image when responding to families, physicians and other agency employees

I understand that this job description is not all-inclusive and is subject to change due to business necessity. I also understand that this job description does not constitute a contract of employment or nor alter my status as an at-will employee.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek, including weekends and holidays.

Employee Signature

Date

Employer Signature

Date